



BUSINESS PAPER

ORDINARY MEETING

Thursday 21 February 2019
6:00PM
Council Chambers

TABLELANDS REGIONAL COUNCIL'S VISION

To build and maintain sustainable communities while retaining the region's natural beauty.

COUNCIL'S MISSION

To provide services and facilities to enhance the quality of life and economic viability within the Council area.

COUNCIL'S AIMS

To perform services in a cost efficient, effective and friendly manner in order to achieve Council's Mission in meeting the annual objectives and performance targets of the principal activities Council undertakes on behalf of the community.

NOTICE OF MEETING

13 February 2019

Councillors

Dear Members

Ordinary Meeting of Council

Notice is hereby given that the next Ordinary Meeting of Council will take place on **Thursday 21 February 2019** in the **Council Chambers** commencing at **6:00PM**.

Your presence is requested.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'JK Bell', with a large, sweeping loop on the left side.

JK Bell
General Manager
Upper Lachlan Shire Council

AGENDA

ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the Traditional Custodians of this Land. I would also like to pay respect to the Elders past and present, of the Wiradjuri Nation, and extend that respect to other Aboriginals present.

1	APOLOGIES AND LEAVE OF ABSENCE	
2	CITIZENSHIP CEREMONY	
	Nil	
3	DECLARATIONS OF INTEREST	
4	CONFIRMATION OF MINUTES	11
4.1	Minutes of the Ordinary Meeting of Council of 20 December 2018	12
5	MAYORAL MINUTES	43
5.1	Mayoral Minute	44
6	PRESENTATIONS TO COUNCIL/PUBLIC	
	Nil	
7	CORRESPONDENCE	45
7.1	Correspondence items for the month of February 2019	46
8	LATE CORRESPONDENCE	
9	INFORMATION ONLY	75
9.1	Development Statistics for the Month of December 2018 and January 2019	76
9.2	Monthly Weeds Activities Report	88
9.3	Road Maintenance Council Contract (RMCC) - Contractor Performance Report for the period ending 1 October 2018	91
9.4	Investments for the months of December 2018 and January 2019	99
9.5	Bank Balance and Reconciliation - 31 December 2018 and 31 January 2019	104
9.6	Rates and Charges Outstanding for the months of December 2018 and January 2019	106
9.7	Library Services 2nd Quarter Report 2018/2019	112
9.8	WHS Committee Minutes	118
9.9	Consultative Committee Meeting Minutes	121
9.10	Action Summary - Council Decisions	125

REPORTS FROM STAFF AND STANDING COMMITTEES

10	ENVIRONMENT AND PLANNING	129
10.1	Development Application 120/2018 - Use of land for the purpose of an airstrip - Lot 2 DP 1110114 - 69 Berrabangalo Lane, Lade Vale	130

10.2 All Saints' Anglican Church, Collector - Request for Waiver of Council Development Fees	164
11 WORKS AND OPERATIONS.....	171
11.1 Proposed Road name in a subdivision in Breadalbane Road/Church Street , Collector	172
11.2 Replacement Woodville Road Crookwell River Timber bridge	184
11.3 Draft Road Naming Policy and Road Naming register	190
11.4 Taralga Water Supply - Status Report	197
11.5 Crookwell Works Depot Report	200
12 FINANCE AND ADMINISTRATION	203
12.1 Additional Rebate for Undetected Water Leak - Crookwell Neighbourhood Centre	204
12.2 Review of Information Technology Strategic Plan	206
12.3 Quarterly Budget Review Statements - 2nd Quarter 2018/2019	229
13 GENERAL MANAGER.....	293
13.1 Code of Meeting Practice	294
13.2 Code of Conduct Review	373
13.3 2020 Local Government Elections	500
14 LATE REPORTS	
15 REPORTS FROM OTHER COMMITTEES, SECTION 355 COMMITTEES AND DELEGATES	505
15.1 Reports for the month of February 2019	506
16 BUSINESS WITHOUT NOTICE	
17 NOTICES OF MOTION.....	521
Nil	
18 QUESTIONS WITH NOTICE	523
Nil	
19 CONFIDENTIAL SESSION	529
19.1 Stormwater line replacement, Goulburn Street to Robertson Lane, Crookwell	
19.2 Proposed Crown Road transfer to a Council Public Road	
19.3 Community Services Upgrade at Pat Cullen Reserve	
19.4 Abercrombie River Bridge Replacement	
19.5 Purchase of replacement wheel loader	
19.6 Procurement to replace smooth drum roller	

UPPER LACHLAN SHIRE COUNCIL

LEAVE OF ABSENCE

General Manager
Upper Lachlan Shire Council
Spring Street
CROOKWELL NSW 2583

Dear Sir

I wish to apply for leave of absence from the Council Meeting to be held on

Date:

I will be absent for the following reason/s:

.....
.....
.....

Yours faithfully

.....
(Councillor Signature)

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

CONFLICT OF INTEREST

- A conflict of interest is a clash between private interest and public duty. There are two types of conflict:
 1. Pecuniary – regulated by the *Local Government Act* and Office of Local Government and,
 2. Non-pecuniary – regulated by Codes of Conduct and policy, ICAC, Ombudsman, Department of Local Government (advice only).

THE TEST FOR CONFLICT OF INTEREST

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

IDENTIFYING PROBLEMS

- 1st Do I have private interest affected by a matter I am officially involved in?
- 2nd Is my official role one of influence or perceived influence over the matter?
- 3rd Do my private interest conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

AGENCY ADVICE

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, Officers and Community Committee members by various pieces of legislation, regulation and Codes.

Contact	Phone	Email	Website
Upper Lachlan Shire Council	(02) 4830 1000	council@upperlachlan.nsw.gov.au	www.upperlachlan.nsw.gov.au
ICAC	(02)8281 5999 Toll Free 1800463909	icac@icac.nsw.gov.au	www.icac.nsw.gov.au
Office of Local Government	(02) 4428 4100	olg@olg.nsw.gov.au	www.olg.nsw.gov.au
NSW Ombudsman	(02) 9286 1000 Toll Free 1800451524	nswombo@ombo.nsw.gov.au	www.ombo.nsw.gov.au

UPPER LACHLAN SHIRE COUNCIL
COUNCILLORS DISCLOSURE OF A

PECUNIARY INTEREST

**PURSUANT TO SECTION 451 OF THE NSW LOCAL GOVERNMENT ACT 1993
(AS AMENDED)**

To the General Manager

I, _____

Declare a Conflict of Interest, being a PECUNIARY Interest.

COUNCIL MEETING

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

OTHER THAN COUNCIL MEETINGS

Reason for Interest _____

Signature

Date

UPPER LACHLAN SHIRE COUNCIL
COUNCILLORS DISCLOSURE OF A
NON-PECUNIARY INTEREST

**PURSUANT TO SECTION 451 OF THE NSW LOCAL GOVERNMENT ACT 1993
(AS AMENDED)**

To the General Manager

I, _____

Declare a Conflict of Interest, being a NON-PECUNIARY Interest.

☐ Significant

☐ Non Significant

COUNCIL MEETINGS

Name of Meeting _____

Date of Meeting _____

Page Number _____ Item Number _____

Subject _____

Reason for Interest _____

As a result of my non-pecuniary interest, my involvement in the meeting will be as follows:

☐ **Option A** – Make a declaration, stay in the Chamber, participate in the debate, and vote.

☐ **Option B** – Make a declaration, stay in the Chamber, participate in the debate, but not vote.

☐ **Option C** – Make a declaration, stay in the Chamber, participate in the debate, but leave the Chamber for the vote.

☐ **Option D** – Make a declaration, stay in the Chamber, not participate in the debate, but vote.

☐ **Option E** – Make a declaration, stay in the Chamber, not participate in the debate and not vote.

☐ **Option F** – Make a declaration, do not participate in the debate, leave the Chamber upon making the declaration, and not return until the matter is resolved.

Signature

Date

4 CONFIRMATION OF MINUTES

The following minutes are submitted for confirmation -

4.1 Minutes of the Ordinary Meeting of Council of 20 December 2018..... 12

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

PRESENT: Mayor J Stafford (Chairperson), Clr P Culhane, Clr P Kensit, Clr B McCormack, Clr R Opie, Clr R Cummins, Clr J Wheelwright, Clr J Searl, Mr J Bell (General Manager), Mr A Croke (Director Finance and Administration), Mr M Shah (Director of Infrastructure), Mrs T Dodson (Director of Environment & Planning).

Secretary: Miss K Porter (Executive Assistant)

THE MAYOR DECLARED THE MEETING OPEN AT 6:00pm

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received for leave of absence from Clr O'Brien.

346/18 **RESOLVED** by Cr Searl and Clr Kensit that the apologies be received and the leave of absence granted.

- CARRIED

SECTION 2: CITIZENSHIP CEREMONY

Nil

SECTION 3: DECLARATIONS OF INTEREST

Nil

SECTION 4: CONFIRMATION OF MINUTES

347/18 **RESOLVED** by Clr Searl and Clr Wheelwright

That the minutes of the Ordinary Council Meeting held on 15 November 2018 be adopted.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

SECTION 5: MAYORAL MINUTES

ITEM 5.1 MAYORAL MINUTE

348/18

RESOLVED by Clr Searl and Clr McCormack

That Council receive and note the activities attended by the Mayor for November and December, 2018.

- CARRIED

SECTION 6: PRESENTATIONS TO COUNCIL/PUBLIC

1. Malcolm Barlow - Chairperson of Council Audit, Risk and Improvement Committee;
2. Gunning District Association - Youth Representatives – William Luck and Elysia Mackay;
3. Economic Development Hub - Crookwell Green Innovation Technology Hub - Susan Reynolds and Douglas McIntyre.
4. Pool Review Committee – Report for Council – Julie Simpson

A motion was moved by Clr Searl and Clr Kensit to bring item 15.1 – Pool Review Committee – Report for Council, forward.

On being put to the meeting the motion was carried.

349/18

RESOLVED by Clr Searl and Clr Kensit to bring item 15.1 – Pool Review Committee – Report for Council, forward.

- CARRIED

See resolution no. 375/18 in section 15.1

The meeting was adjourned the time being 7:18pm
The meeting reconvened the time being 7:36pm

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

SECTION 7: CORRESPONDENCE

ITEM 7.1 CORRESPONDENCE ITEMS FOR THE MONTH OF DECEMBER 2018

350/18 **RESOLVED** by Cllr Searl and Cllr McCormack

That Item 7.1 - [Correspondence/Information] listed below be received:

1. Mining and Energy Related Councils NSW – Proposal to join Association.

351/18 **RESOLVED** by Cllr Searl and Cllr Kensit

1. Council forwards correspondence to the Mining and Energy Related Councils NSW, accepting the offer to join the association from 1 July 2019, with an annual payment of \$7,630.00.

- CARRIED

2. Country Mayors Association – Waste to Energy Feasibility Study Outline.
3. Hon Gabrielle Upton MP – Media Release – Council Credit Card Crackdown.
4. Hon Pru Goward MP – Media Release – Crookwell and Gunning Libraries Tech Savvy Seniors.
5. Hon Gabrielle Upton MP – Media Release – Councils Court Out Over Rates Debt Collection
6. Office of Local Government – Circular 18-39 – Debt Management and Hardship Guidelines.
7. Australian Local Government – Future Focused – Discussion Paper 2019.
8. Liverpool City Council – 2019 Australian Local Government Women’s Association NSW Conference.

352/18 **RESOLVED** by Cllr Searl and Cllr Cummins

1. Council nominate Cllr Kensit as the Council representative to the 2019 Australian Local Government Women’s Association NSW to be held in Sydney from 4 – 6 April, 2019.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

9. Office of Local Government – Circular 18-41 – Misuse of Council Resources – March 2019 State Election.
10. Petition against the Crookwell Aerodrome Proposal presented to the General Manager on 11 December 2018, presented by Mr Jim Hutson, Mrs Jenny Rootsey, Mr Warren Rootsey.

A motion was moved by Clr Cummins and Clr Searl to bring item 11.3 – Feasibility Study and Plan for Crookwell Aerodrome, forward.

On being put to the meeting the motion was carried.

353/18 **RESOLVED** by Clr Cummins and Clr Searl to bring item 11.3 – Feasibility Study and Plan for Crookwell Aerodrome, forward.

- CARRIED

See resolution no. 363/18 in section 11, Works and Operations, Report 11.3

- CARRIED

SECTION 8: LATE CORRESPONDENCE

Nil

SECTION 9: INFORMATION ONLY

ITEM 9.2 – 9.6, INFORMATION ONLY
9.8 – 9.10

354/18 **RESOLVED** by Clr Cummins and Clr Wheelwright

1. Items 9.2 – 9.6 and 9.8 – 9.10 be received and noted.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

ITEM 9.1 DEVELOPMENT STATISTICS FOR THE MONTH OF
NOVEMBER 2018

355/18 RESOLVED by Clr Cummins and Clr Wheelwright

1. Council receives and notes the report as information.

Councillors who voted for:- Clrs P Culhane, P Kensit, B
McCormack, R Opie, R
Cummins, J Searl, J
Stafford and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

ITEM 9.7 WHS COMMITTEE MINUTES

356/18 RESOLVED by Clr Searl and Clr Cummins

1. Council receives and notes the WHS Committee Meeting Minutes as information.
2. Council adopts the Draft Asbestos Management Plan.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

REPORTS FROM STAFF AND STANDING COMMITTEES

SECTION 10: ENVIRONMENT AND PLANNING

ITEM 10.1 PLANNING PROPOSAL TO REZONE LOT 2 DP 1160080 KIALLA ROAD, CROOKWELL (CROOKWELL HOSPITAL LAND)

357/18 **RESOLVED** by Cllr Searl and Cllr Kensit

1. Council support the Planning Proposal and draft amendments to Upper Lachlan Local Environmental Plan 2010 to rezone Lot 2 DP 1160080 Kialla Road Crookwell from SP2 Infrastructure (Health Services Facility) to E3 Environmental Management.
2. Council forward the Planning Proposal to the Department of Planning and Environment seeking a Gateway Determination under Section 3.34 of the Environmental Planning and Assessment Act 1979.
3. Council request the Department of Planning and Environment to authorise Council to exercise delegation of plan making functions in accordance with the Environmental Planning and Assessment Act 1979.
4. Council authorise the General Manager have delegation to authorise all required documentation to support the Planning Proposal and subsequent amendment to the Upper Lachlan Local Environmental Plan 2010.

Councillors who voted for:- Cllrs P Culhane, P Kensit, B McCormack, R Opie, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

ITEM 10.2 **REQUEST TO REVIEW DETERMINATION OF DEVELOPMENT APPLICATION 17/2017.2 - DEVELOPMENT FOR THE PURPOSE OF A MIXED USE DEVELOPMENT COMPRISING A FOOD AND DRINK PREMISE AND A SHOP - LOT 1 DP 655209 - 210 GOULBURN STREET, CROOKWELL.**

358/18 **RESOLVED** by Clr Searl and Clr Culhane

1. The Council as a consequence of its review of its determination of Development Application 17/2017.2 confirm the determination without change.

Councillors who voted for:- Clrs P Culhane, P Kensit, B McCormack, R Opie, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

A foreshadowed motion was moved by Clr Cummins and Clr Opie that:

1. The Director of Environment and Planning be given the authority to have further discussions with the applicant and if an agreement can be reached a further report to be presented to Council.

On being put to the meeting the motion was carried.

359/18 **RESOLVED** by Clr Cummins and Clr Opie

1. That the Director of Environment and Planning be given the authority to have further discussions with the applicant and if an agreement can be reached a further report to be presented to Council.

Councillors who voted for:- Clrs P Culhane, P Kensit, B McCormack, R Opie, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

ITEM 10.3 MEMORANDUM OF UNDERSTANDING - GUNNING AND DISTRICT HISTORICAL SOCIETY

360/18 RESOLVED by Clr Searl and Clr Culhane

1. Council sign the Memorandum of Understanding between Upper Lachlan Shire Council and Gunning and District Historical Society and return a copy of the signed Memorandum of Understanding including a site map to the Gunning and District Historical Society.

Councillors who voted for:- Clrs P Culhane, P Kensit, B McCormack, R Opie, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil
- CARRIED

ITEM 10.4 DEVELOPMENT APPLICATION 99/2018 - DEMOLITION, ALTERATIONS, ADDITIONS AND THE CARRYING OUT OF WORKS FOR THE PURPOSE OF A PUB - LOT 2 DP 800629 - 34 GOULBURN STREET, CROOKWELL

361/18 RESOLVED by Clr Wheelwright and Clr McCormack

Council determine the application by granting consent, subject to the conditions listed in Attachment 3 below:

PART 1 - GENERAL CONDITIONS

The following conditions have been applied to ensure that the use of the land and /or the building is carried out in such a manner that it is consistent with the aims and objectives of the planning instrument affecting the land.

For the purpose of these conditions, the term ‘applicant’ means any person who has the authority to act on the development consent.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

- (1) Except where otherwise permitted or required by conditions of development consent, the development shall be carried out generally in accordance with the information submitted in support of the development application and the stamped approved development drawings including any notations or amendments marked by Council in red.

Plan Details	Drawing Number	Dated	Prepared by
Cover Sheet	18140 - DA 01 (Rev3)	31/08/2018	Source Architects
Site/Roof Plan	18140 - DA 02 (Rev3)	31/08/2018	Source Architects
Ground Floor Plan	18140 - DA 03 (Rev5)	31/08/2018	Source Architects
First Floor Plan	18140 - DA 04 (Rev4)	31/08/2018	Source Architects
Elevations	18140 - DA 05 (Rev3)	31/08/2018	Source Architects
Section	18140 - DA 06 (Rev3)	31/08/2018	Source Architects
Landscape	18140 - DA 07 (Rev2)	31/08/2018	Source Architects
Statement of Environmental Effects	18150	Undated	Source Architects

- (2) All building work must be carried out in accordance with the provisions of the Building Code of Australia. A reference to the Building Code of Australia is a reference to that code as in force on the date the application for the relevant construction certificate is made.
- (3) This approval does not necessarily protect or guarantee against a possible claim of discrimination (intentional or unintentional) under the Disability Discrimination Act 1992, and the applicant/owner is therefore advised to investigate their liability under this Act.
Note: Disability (Access to Premises - Buildings) Standards 2010 - As of 1 May 2011, if access is provided to the extent covered by this Standard, then such access cannot be viewed as unlawful under the Disability Discrimination Act 1992.
- (4) The construction and operation of the food premises shall comply with all applicable legislation/regulation and standards, including:
- The Food Act 2003

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

- Food Regulation 2015
 - Food Standards Australia and New Zealand - Food Standards Code
 - Relevant Australian Standards for Design, Construction and Fit out of Food Premises AS4674-2004
 - Mechanical ventilation - Australian Standard 1668.2-2002
- (5) As Council is the authority responsible for water & sewerage, **48 hours notice** must be given to Council to permit inspection of:-
- a. Internal drainage, and
 - b. Hot & cold water; and
 - c. External drainage.

Bookings for inspections should be made through the Crookwell Office on 4830 1000.

ADVISING - Any re-inspection or additional inspection will incur a fee in accordance with the current Management Plan for Upper Lachlan Shire Council. This fee must be paid prior to the release of the Occupation Certificate.

- (6) This Development Consent does not constitute approval to carry out construction work. Construction work may only commence upon the issue of a Construction Certificate, appointment of a Principal Certifying Authority (PCA), and lodgement of Notice of Commencement.
- (7) Requirements of the approved Waste Management Plan shall be complied with during site preparation and throughout demolition and construction. Waste management and its storage must not pose a threat to public health or the environment.
- (8) The development consent does not permit erection or display of any signage not identified by an environmental planning instrument as exempt development or development permitted without development consent.
- (9) The development shall be conducted in a manner to ensure that the environment and amenity in the locality are not adversely affected, disturbed or disrupted, including by way of dust emissions, excessive noise and the like.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

- (10) Adequate security lighting shall be provided to the site in accordance with the relevant Australian Standard and to not cause a nuisance to adjoining neighbouring properties.
- (11) Should existing underground services be located within the vicinity of proposed new structural supports for the verandah, the applicant will at their own cost, divert or relocate these services to the satisfaction of the relevant service authority.
- (12) Any proposed works that is to be carried out in the road reserve, shall obtain a Section 138 approval under the Roads Act 1993 from Council.
- (13) The veranda and posts must;
 - Not restrict pedestrian access
 - Lighting design and construction underneath the verandah shall comply with AS1158.3.1 – 2005
 - Verandah posts must not affect any existing kerb ramps, and if need be, be relocated at no cost to Council.

PART 2 - PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

The following conditions of consent must be complied with prior to the issue of a construction certificate by the principal certifying authority. All necessary information to comply with the following conditions of consent must be submitted with the application for a construction certificate.

- (14) Council considers pursuant to clause 94 of the Regulation that it is appropriate to require the existing building to be upgraded to partial conformity with the Building Code of Australia (BCA).

The Construction Certificate plans and specification required to be submitted to the Certifying Authority pursuant to clause 139 of the Regulation must detail building upgrade works required by this condition.

The Certifying Authority must be satisfied that such work, to be implemented as part of the development, will upgrade the existing building to bring it into compliance with the following provisions of the BCA in force at the date of issue of the Construction Certificate:

 - a. Fire resistance and stability - Part C1;
 - b. Compartmentation and separation - Part C2;

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

- c. Protection of openings - Part C3;
- d. Provision for escape (access and egress) - Part D1;
- e. Construction of exits - Part D2;
- f. Firefighting equipment - Part E1;
- g. Smoke hazard management - Part E2;
- h. Emergency lighting, exit signs and warning systems - Part E4;

Note: *The Certifying Authority issuing the Construction Certificate has no power to remove the requirement to upgrade the existing building as required by this condition. Where this condition specifies compliance with performance requirements of the BCA, the Certifying Authority (subject to their level of accreditation) may be satisfied as to such matters. Where this condition specifies compliance it cannot be varied unless this condition is reviewed under sections 8.2, 8.3, 8.4 & 8.5 or amended under section 4.55 of the Act.*
(Reason: Fire Safety)

- (15) Access for people with disabilities must be provided in accordance with the requirements of the Building Code of Australia, relevant Australian Standards and with regard to the Disability Discrimination Act 1992.

Prior to the issue of a Construction Certificate, the plans shall demonstrate compliance.

Note: Disability (Access to Premises - Buildings) Standards 2010 - As of 1 May 2011, if access is provided to the extent covered by this Standard, then such access cannot be viewed as unlawful under the Disability Discrimination Act 1992.

- (16) The premises is to be designed, constructed and operated in accordance with the Food Act 2003, Food Regulation 2015, Australia & New Zealand Food Standards Code and Australian Standard AS 4674-2004, Design, construction and fit-out of food premises.

Details of compliance are to be included in the documentation for the Construction Certificate to the satisfaction of the certifying authority.

- (17) Liquid trade waste is to be disposed of in accordance with the requirements of the 'Liquid Trade Waste Management Guidelines'. Prior to the issue of the construction certificate

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

an Application under Section 68 of the Local Government Act shall be submitted to Council for Assessment and determination in regards to the sizing & placement of the proposed Grease trap.

ADVISING – A minimum 1100L grease trap shall be located on the site. The grease trap shall be located external to the building.

- (18) Prior to the issue of a Construction Certificate, detailed stormwater drainage plans shall be submitted to Council for approval.

FOOD PREMISES CONDITIONS

The following conditions are applied to ensure compliance with the Food Act 2003 and to ensure public health and safety.

- (19) Food safety practices and operation of the food premises must be in accordance with the *Food Act 2003*, *Food Regulation 2015*, *Food Standards Code* and Food Safety Standards at all times, including the requirements and provisions relating to:
- Food handling – skills, knowledge and controls.
 - Health and hygiene requirements.
 - Requirements for food handlers and businesses.
 - Cleaning, sanitising and maintenance.
 - Design and construction of food premises, fixtures, fitting and equipment.

A failure to comply with the relevant food safety requirements is an offence and may result in legal proceedings, service of notices and/or the issuing of on-the-spot penalty infringement notices.

- (20) The Proprietor of the food business and all staff carrying out food handling and food storage activities must have appropriate skills and knowledge in food safety and food hygiene matters, as required by the Food Safety Standards.
- (21) Adequate provisions are to be made within the premises for the storage, collection and disposal of trade/commercial waste and recyclable materials, to the satisfaction of Council.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

PART 3 - PRIOR TO COMMENCEMENT OF WORK

The following conditions of consent have been imposed to ensure that the administration and amenities relating to the proposed development comply with all relevant requirements. These conditions are to be complied with prior to the commencement of any work on site.

- (22) Prior to commencing any building work, the following provisions of the Environmental Planning and Assessment Act 1979 (the 'Act') shall be complied with:
- (a) A Construction Certificate shall be obtained in accordance with Section 81A (2) (a) of the Act.
 - (b) A Principal Certifying Authority shall be appointed and Council is to be notified of the appointment in accordance with Section 81A (2) (b) and (b1) of the Act.
 - (c) Council shall be notified in writing, at least two days prior to the intention of commencing building work, in accordance with Section 81A (2) (c) of the Act.
- (23) A sign shall be erected on the development site, which shows the builders name and contact details, the details of the PCA and must include the words "*Unauthorised entry to the work site is prohibited*". The sign shall be maintained while the building work, subdivision work or demolition work is being carried out, but shall be removed when the work has been completed.
- (24) Provision shall be made for temporary toilet accommodation on-site prior to the commencement of building works.
- (25) Run-off and erosion controls shall be implemented to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land as follows:
- Divert uncontaminated run-off around cleared or disturbed areas, and
 - Erect a silt fence to prevent debris escaping into drainage systems and waterways, and
 - Prevent tracking of sediment by vehicles onto roads, and
 - Stockpile topsoil, excavated material, construction and landscaping supplies and debris within the site.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

The controls shall remain in place until all disturbed ground surfaces are rehabilitated/vegetated and stabilised to prevent erosion or sediment loss.

PART 4 - DURING CONSTRUCTION

The following conditions of consent have been imposed to ensure that the administration and amenities relating to the proposed development comply with all relevant requirements. These conditions are to be complied with during the construction of the development on site.

- (26) That all construction work shall be carried out only between the hours of 7.00 a.m. and 6.00 p.m. Mondays to Fridays inclusive and on Saturdays between 7.00 a.m. and 1.00 p.m. if inaudible on residential premises, otherwise 8.00 a.m. to 1.00 p.m.

No construction work shall take place on Sundays or Public holidays. A written application shall be made to Council if a variation of these hours is required. The application shall indicate the reasons for the variation. The Council shall, if it so desires, grant any variation in writing.

- (27) All work is to be undertaken in accordance with the documentation required and approved under this Consent.
- (28) All plumbing and drainage work must be completed and certified by a licensed plumber to be in accordance with the National Construction Code Series – Plumbing Code of Australia. The following documentation shall be submitted to Council prior to the issue of the Occupation Certificate:
- a. Notice of Work;
 - b. An accurately drawn sewer diagram;
 - c. Certificate of Compliance for Plumbing & Drainage Work.
- (29) Building material must not be deposited on Council roads, gutters and or footpaths, unless existing damage to infrastructure is notified in writing prior to commencement, the builder or land owner will be liable for the cost of repairs.
- (30) Roofwater must be discharged to the street gutter or stormwater system.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

PART 5 – DURING DEMOLITION

The following conditions of consent have been imposed to ensure that the demolition relating to the proposed development comply with all relevant requirements. These conditions are to be complied with during the demolition work occurring on site.

- (31) Demolition works shall be carried out in accordance with the following:
- a. Prior to commencement of any works on the land, the demolition Contractor(s) license details must be provided to Council.
 - b. The handling or removal of any asbestos product from the building/ site must be carried out in accordance with *Work Cover* provisions. A person/ contractor licensed for asbestos removal must carry out all work and a copy of their license shall be submitted to Council.
 - c. An appropriate fence preventing public access to the lot site shall be erected for the duration of demolition works.
 - d. Copies of the demolisher's current public liability/risk insurance policy indicating a minimum cover of \$10,000,000.00.
 - e. Demolition works involving the removal and disposal of asbestos cement must only be undertaken by contractors who hold a current WorkCover - Demolition License and a current WorkCover - Class 2 (Restricted) Asbestos License.
 - f. All demolition work shall comply with the *Australian Standard AS2601-2001 – The Demolition of Structures*.

- **ADVISING**
- All demolition work shall comply with the *Australian Standard AS2601-2001 – The Demolition of Structures*.
- Security fencing such as hoardings shall be provided around the perimeter of the demolition site prior to work commencing to prevent access by unauthorized persons at all times during the demolition period.
- Demolition must not be conducted in high winds to ensure dust does not spread beyond the site boundaries.
- All lead contaminated materials identified in the building must be handled and disposed of in accordance with the NSW Environment Protection Authority's requirements.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

- Dust controls must be implemented on site prior to and during demolition.
- Should any asbestos be identified in the building, it must be removed and disposed of in accordance with the requirements of WorkCover Authority.
- All trucks/trailers entering or leaving the site must have their loads adequately covered. A sign indicating this must be placed at the entry to and exit from the site.
- Temporary toilet facilities must be provided on the site until all demolition work is completed.
- Demolition work on site must only occur between the following hours:

Monday to Friday	7.00am to 6.00pm
Saturday	8.00am to 1.00pm
Sunday & Public Holidays	No Work

These time restrictions are determined by the EPA and are designed to ensure that neighbouring property occupants are not unduly affected by noise.
- Sound pressure levels measured as LA10 15 minutes emanating from the site must not exceed the background levels at the nearest affected residence by the following criteria for the time interval specified:

20dB(A) (Demolition) period up to 4 weeks
10dB(A) (Demolition) period greater than 4 weeks and not exceeding 26 weeks
5dB(A) (Demolition) period exceeding 26 weeks

These are levels determined by the EPA and are designed to ensure that neighbouring property occupants are not unduly affected by noise.

PART 6 - PRIOR TO ISSUE OF THE OCCUPATION CERTIFICATE

The following conditions of consent must be complied with prior to the issue of an occupation certificate by the principal certifying authority. All necessary information to comply with the following conditions of consent must be submitted with the application for an occupation certificate.

- (32) A person must not commence occupation or use (or *change of use where an existing building*) of the whole or any part of a building (within the meaning of section 6.9 of the *Act*) unless an Occupation Certificate has been issued in relation to the building or part. The Principal Certifying

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

Authority is required to be satisfied, amongst other things, that:

- a. All required inspections (including each applicable mandatory critical stage inspection) have been carried out; and
 - b. Any preconditions to the issue of the certificate required by a development consent have been met.
- (33) Upon completion of the work and prior to the issuing of an Occupation Certificate, the premises must be inspected by Council's Environmental Health Officer to ascertain compliance with relevant Food Safety Standards and the written approval of Council (being the relevant Food Authority for this food business) must be obtained prior to the operation of the food business.
- (34) Prior to an Occupation Certificate being issued, Council's Environmental & Planning Department must be notified that the premises is being used for the preparation, manufacture or storage of food for sale so that the premises can be registered on Council's food premises database.
- (35) A final Fire Safety Certificate shall be obtained in accordance with Part 9, Division 4 of the Environmental Planning and Assessment (Amendment) Regulation 2000, prior to the issue of the Final Occupation Certificate for the building.
A copy of the Fire Safety Certificate and fire safety schedule shall be:-
- a. Forwarded to Upper Lachlan Shire Council;
 - b. Forwarded to the Commissioner of the New South Wales Fire Brigade; and
 - c. Prominently displayed in the building.
- (36) The Right of Carriageway shall be constructed with a 4.0 metre wide bitumen pavement and compacted thickness 150 mm thick with drainage structures designed in accordance with AUSTROADS specifications.
- (37) The wheel stops and proposed line marking shall be constructed in accordance with AS2890.5 – 1999 for on street parking and at no cost to Council.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

ADVISING – Wheel stops shall be setback a minimum of 900mm from the kerb face as per AS2890.5-1999

ON-GOING CONDITIONS

- (38) Pursuant to Part 9, Division 5 of the Environmental Planning and Assessment Regulation (as amended) the owner of the building shall furnish Council with an Annual Fire Safety Statement from a competent person so as to certify the essential fire safety measures in the building. The Annual Fire Safety Statement shall be within 12 months of the issue of the fire safety certificate, and then on an annual basis.

A copy of the Fire Safety Statement obtained and Fire Safety Schedule shall also be:-

- a. Forwarded to the Commissioner of the New South Wales Fire Brigade; and
- b. Prominently displayed in the building.

AGENCY CONDITIONS

Nil

**ADDITIONAL NOTES/REQUIREMENTS AS YOUR
PRINCIPAL CERTIFYING AUTHORITY (PCA)**

Nil

Councillors who voted for:-

Clrs P Culhane, P Kensit, B McCormack, R Opie, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

SECTION 11: WORKS AND OPERATIONS

ITEM 11.1 PROPOSED ROAD NAMES IN THE "GREENS OF GUNNING"
SUBDIVISION IN COOPER STREET GUNNING

362/18 RESOLVED by Cllr Searl and Cllr McCormack

1. Council endorse the proposed road names as nominated by the developer, namely, "Green Avenue" and "Ambar Lane".

- CARRIED

ITEM 11.2 CROOKWELL SEWER TREATMENT AND TARALGA WATER
SUPPLY - FUNDING OF IMPERATIVE WORKS

363/18 RESOLVED by Cllr McCormack and Cllr Searl

1. Council allocate \$16,000 from the reserves to fund the Crookwell Sewerage Treatment Works;
2. Council allocate \$270,000 from the Water Supply reserves to fund the Taralga Water Supply works.
3. Council include the proposed works within the 2018/19 Operational Plan and adjust the December 2018 Quarterly Budget Review to reflect these changes;
4. Council authorise the Manager of Operations to implement Council resolution.

- CARRIED

ITEM 11.3 FEASIBILITY STUDY AND PLAN FOR CROOKWELL
AERODROME

364/18 RESOLVED by Cllr Wheelwright and Cllr Searl

1. Council endorse the original plan from 2010 (B7) for the proposed use of the Crookwell Aerodrome;

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

2. Council allocate \$10,000 from unrestricted cash reserves to fund a planning proposal, associated contracts and the development of community consultation.

- CARRIED

ITEM 11.4 COUNCIL DEPOT LAND ACQUISITION - LAND CLASSIFICATION AND COMPENSATION

365/18 RESOLVED by Clr Cummins and Clr Opie

1. Council considers the location of the depot at a future Council meeting;
2. Council compulsory acquire Lot 101 DP 1242155 being part of the land in Lot 7009 DP 1027045 and Lot 102 DP 1242155 being part of the land currently in Lot 7006 DP 1027032.
3. Council authorise the Mayor and the General Manager to sign and seal the proposed acquisition and make an application to the Minister for the Compulsory Acquisition of Lot 101 and Lot 102 DP 1242155, subject to the statutory requirements being complied with under the appropriate Legislation;
4. Council proceed to acquire Lot 100 for widening of road in Spring Street Crookwell.

- CARRIED

A foreshadowed motion was moved by Clr Cummins and Clr Opie that:

1. That part 4 of Resolution No 270/18 and Resolution No 305/18 be the subject of a further report to Council, at the 21 February 2019 Council Meeting.

On being put to the meeting the motion was carried.

366/18 RESOLVED by Clr Cummins and Clr Opie

1. That part 4 of Resolution No 270/18 and Resolution No 305/18 be the subject of a further report to Council, at the 21 February 2019 Council Meeting.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

ITEM 11.5 SOUTHERN LIGHTS PROJECT

367/18 RESOLVED by Clr Culhane and Clr Cummins

1. Council support the business case for funding of the smart street lighting program by the NSW Government at a cost of \$61.4M and seek support for the project from the local member;
2. Council support the rollout of LED lighting with smart technology capability for all street lights in the local government area.

- CARRIED

SECTION 12: FINANCE AND ADMINISTRATION

ITEM 12.1 APPLICATION FOR WAIVER OF MULTIPLE RURAL WASTE CHARGES

368/18 RESOLVED by Clr Searl and Clr McCormack

1. Council in accordance with Section 610E, of the Local Government Act 1993, waive the multiple Rural Waste Charges totalling \$382.80 (GST Inclusive).

- CARRIED

ITEM 12.2 DELIVERY PROGRAM BI-ANNUAL REVIEW 2018/2019

369/18 RESOLVED by Clr Searl and Clr Wheelwright

1. Council adopt the Delivery Program Review and the Fit for the Future Action Plan Review Reports for the six month period ended 31 December 2018.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

SECTION 13: GENERAL MANAGER

ITEM 13.1 COLLECTOR WIND FARM COMMUNITY ENHANCEMENT PROGRAM

370/18 RESOLVED by Clr Searl and Clr Wheelwright

1. Council adopts the Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement and authorises the General Manager to sign and seal the Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement on behalf of Council.

Councillors who voted for:- Clrs P Culhane, P Kensit, B McCormack, R Opie, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

ITEM 13.2 CONSULTATIVE COMMITTEE MEETING MINUTES

371/18 RESOLVED by Clr Searl and Clr Culhane

1. Council receives and notes the Consultative Committee Meeting Minutes as information.
2. Council adopts the reviewed Phased Retirement Policy.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

ITEM 13.3 **REGIONAL GROWTH ENVIRONMENT AND TOURISM FUND**
372/18 **RESOLVED** by Clr Searl and Clr Wheelwright

1. Council proceeds with the approved GLEF funding allocation of \$2,428,000 in accordance with Council Resolution no. 335/18 to fund the 2.5km upgrade of Wombeyan Caves Road.
2. Council does not accept the RGETF funding allocation of \$2,796,560 (which is yet to be approved and offered), noting that the GLEF grant funding would be retracted should Council pursue this option.

- CARRIED

SECTION 14: LATE REPORTS

Nil

SECTION 15: REPORTS FROM OTHER COMMITTEES, SECTION 355
COMMITTEES AND DELEGATES

ITEM 15.1 **REPORTS FOR THE MONTH OF DECEMBER 2018**
373/18 **RESOLVED** by Clr Searl and Clr McCormack

That Item 15.1 - [Minutes of Committee/Information] listed below be received:

1. Collector Oval Committee – Minutes from Annual General Meeting held 11 October 2018.
2. Crookwell Potato Festival Committee – Minutes from meeting held 31 October 2018.
3. Upper Lachlan Shire Sports & Recreation Committee – Minutes from meeting held 5 November 2018.
4. Economic Development Task Force Committee – Minutes from meeting held 13 November 2018.

374/18 **RESOLVED** by Clr Searl and Clr Cummins

1. Council facilitate a community open date by offering funding up to \$500.00 to each Progress Association of

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

Community Group from each town and village interested in hosting a Community Open Day in the 2019-2020 financial year.

2. That Council sign the acceptance form/Memorandum of Understanding for the Sustainable Councils and Community Program.
3. Council waive the fees associated with Outdoor Dining as per the "Easy to do business" initiative.
4. Council provide two Yellow Bins to the main streets of Crookwell, Collector and Gunning to support the recycling initiative until the Streetscape Project is initiated and further Council market a recycling awareness campaign for proper use of the yellow recycling bins through social media.
5. The EDTF Committee request that Council request Council's IT Department to review the functionality of Council's website.

- CARRIED

5. Economic Development Task Force Committee – Minutes from meeting held 3 December 2018.
6. Audit, Risk and Improvement Committee – Minutes from meeting held 21 November 2018.

375/18

RESOLVED by Cllr Searl and Cllr Culhane

Item 4.1 Correspondence for the month of August 2018

RESOLVED by Mr Martin and Cllr Culhane

That Item 4.1 – Correspondence/Information listed below be received:

1. Audit Office – Appointment of Deloitte as Audit Service Provider.

- CARRIED

Item 4.2 Council Investments Portfolio to 31 October 2018

RESOLVED by Mr Martin and Mr Marshall

1. The report on Council's investment portfolio is received and the information noted.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

- CARRIED

Item 4.3 Disaster Recovery Funding Agreement

RESOLVED by Cl Wheelwright and Mr Marshall

1. The Committee recommend that Council accepts the revised co-contribution model arrangements of the NSW Government Department of Justice and authorise the General Manager to sign the agreement with the NSW Government

- CARRIED

Item 4.4 2017/2018 NSW Audit Office Final Audit Management Letter

RESOLVED by Clr Culhane and Clr Wheelwright

1. The Audit Office of NSW Final Management Letter on the conduct of the external audit for the year ended 30 June 2018 be received and the management response addressing the audit issues is endorsed.

- CARRIED

Item 4.5 2017/2018 NSW Audit Office – Engagement Closing report for Upper Lachlan Shire Council

RESOLVED by Clr Culhane and Mr Martin

1. The Audit Office of NSW Engagement Closing Report for the external audit of Upper Lachlan Shire Council Financial Statements for the year ending 30 June 2018 is received and noted as information.

- CARRIED

Item 4.6 2017/2018 Financial Statements and Audit Office of NSW Independent Auditor's Report

RESOLVED by Clr Wheelwright and Mr Martin

1. The Committee receive and note as information the Audit Office of NSW Independent Auditor's Report and Report on the Conduct of the Audi for the 2017/2018 Financial

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

Statements, in addition this Committee wishes to commend management and staff in producing the increasingly large and detailed annual Financial Statements that once again have earned a positive Auditors Report.

- CARRIED

- CARRIED

7. Community Technology Centre – Minutes from Annual General Meeting held 22 November 2018.
8. Taralga Historical Society Inc. – Newsletter 4 – December 2018.
9. Upper Lachlan Tourist Association – Minutes from meeting held 4 December 2018.
10. Pye Cottage Precinct Committee – Minutes from meeting held 5 December 2018 and letter to Council to dissolve Committee.

376/18

RESOLVED by Clr Searl and Clr Culhane

1. Council dissolve the Pye Cottage Precinct s355 Committee and that Council assumes direct management of the site and buildings.

- CARRIED

11. Pool Review s355 Committee – Report for Council consideration received 7 December 2018

377/18

RESOLVED by Clr Culhane and Clr Kensit:

1. Council continue the current s355 Committee to carry the project on to a full costing, feasibility and planning for a fit for purpose facility based on the findings of the current Committee;
2. Council endorse and support the Committee Charter to provide a heated and hydrotherapy pool, provided it is affordable for Council on an ongoing basis;
3. Council consider funding all short-term recommendations for inclusion in the fiscal 2019-2020 Operational Plan;
4. Council considers allocating \$10,000 within the 2018-2019 Operational Plan from unrestricted cash reserves to fund a Quantity Surveyor for the proposed heated and hydrotherapy pool.

Clr Wheelwright and Clr McCormack called for a division:

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

Councillors who voted for:- Clrs P Culhane, P Kensit, B McCormack, R Opie, R Cummins, J Searl, J Stafford and J Wheelwright

Councillors who voted against:- Nil

- CARRIED

A foreshadowed motion was moved by Clr Cummins and Clr Opie:

That Council include the following items to be costed for consideration of funding in the 2019/2020 Operational Plan or for grant applications for:

- A) A roof over the new and old change rooms;
- B) The old change rooms to be renovated for a useful purpose as determined by the s355 Pool Review Committee; and
- C) The old change rooms be fitted out for that purpose.

On being put to the meeting the foreshadowed motion was carried.

378/18

RESOLVED by Clr Cummins and Clr Opie

That Council include the following items to be costed for consideration of funding in the 2019/2020 Operational Plan or for grant applications for:

- A) A roof over the new and old change rooms;
- B) The old change rooms to be renovated for a useful purpose as determined by the s355 Pool Review Committee; and
- C) The old change rooms be fitted out for that purpose.

- CARRIED

- CARRIED

SECTION 16: BUSINESS WITHOUT NOTICE

Nil

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

SECTION 17: NOTICES OF MOTION

Nil

SECTION 18: QUESTIONS WITH NOTICE

ITEM 18.1 SERVICE DELIVERY - CORRESPONDENCE

Refer to the Business Paper for Council Meeting held 20 December 2018 for the General Manager's comments.

CLOSED COUNCIL ITEMS

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in 10A (2), 10A (2a), 10A (2c), 10A (2d(i)), 10A (2d(ii)), 10A (2d(iii)), of the Act and should be dealt with in a part of the meeting closed to the public and the media.

***Note:** Pursuant to Clause 25(1) of the Local Government (Meetings) Regulation, Council invites verbal representation by members of the public about whether the items listed below should not be considered by Council in a Closed Meeting. The items are:*

379/18 RESOLVED by Clr Searl and Clr Wheelwright

1. That Council move into closed Council to consider business identified, together with any late reports tabled at the meeting.
2. That pursuant to of the Local Government Act 1993: the press and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A (2), 10A (2a), 10A (2c), 10A (2d(i)), 10A (2d(ii)), 10A (2d(iii)), as outlined above.
3. That the report relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act, 1993.

- CARRIED

Council closed its meeting at 8:57PM and the public, staff and press left the chambers.

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

380/18 **RESOLVED** by Clr Searl and Clr Kensit

That Council move out of closed Council and into open Council.

- CARRIED

Open Council resumed at 9:35PM.

Resolutions from the Closed Council Meeting

The following resolutions of Council, while the meeting was closed to the public, were read to the meeting by the Mayor.

SECTION 19: CONFIDENTIAL SESSION

ITEM 19.1 STAFFING MATTERS

381/18 **RESOLVED** by Clr Wheelwright and Clr Opie

1. That Council offers the Director of Infrastructure, Director of Environment and Planning and the Director of Finance and Administration, renewal of appointment, with further 5 year terms individually, under the Directors Contracts of Employment, with Upper Lachlan Shire Council.

- CARRIED

ITEM 19.2 HEAVY PATCHING PROGRAMME CONTRACT

382/18 **RESOLVED** by Clr McCormack and Clr Wheelwright

1. Council accept the schedule of rates quotation submitted by Stabilfix as first preference and Stabilised Pavement Australia as the second preference and delegate the General Manager to expend funds allocated within the Operational Plan.

- CARRIED

UPPER LACHLAN SHIRE COUNCIL
MINUTES OF THE
ORDINARY MEETING OF COUNCIL
HELD IN THE COUNCIL CHAMBERS
ON 20 DECEMBER 2018

ITEM 19.3 **DESIGN, SUPPLY AND INSTALLATION OF FOOTBRIDGE
AT PAT CULLEN RESERVE, CROOKWELL**
*Item 19.3 has been withdrawn and from this Council Meeting, 20
December 2018 and deferred to the 21 February 2019 Council
Meeting.*

ITEM 19.4 **ABERCROMBIE RIVER BRIDGE REPLACEMENT**
383/18 **RESOLVED** by Clr McCormack and Clr Cummins

1. Council accept the estimated quote of \$500,000 from Oberon Shire Council for the construction of the culvert over the Abercrombie River;
2. Council receives a further report with confirmed cost during the February Council Meeting;
3. Council accept the quotation of \$390,000 from Oberon Shire Council for the construction of the two road approaches;
4. Council advise the unsuccessful tenders accordingly.

- CARRIED

ITEM 19.5 **COMMUNITY SERVICES UPGRADE AT PAT CULLEN
RESERVE**
*Item 19.5 has been withdrawn and from this Council Meeting, 20
December 2018 and deferred to the 21 February 2019 Council
Meeting.*

THE MEETING CLOSED AT 9:36PM

Minutes confirmed 21 FEBRUARY 2019

.....
Mayor

5 MAYORAL MINUTES

The following item is submitted for consideration -

5.1	Mayoral Minute	44
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Mayoral Minutes - 21 February 2019

ITEM 5.1 Mayoral Minute

FILE REFERENCE I19/52

DECEMBER 2018

11 December	Attended Opening of Upper Lachlan Community Care Office in Crookwell
13 December	Crookwell High School Presentation night
17 December	Clifton Park Amenities Block Crookwell opening
17 December	Tuena Amenities Block opening
18 December	Taralga Public School Presentation night
20 December	Australia Day Mayoral Reception for award nominees
20 December	Council Meeting
21 December	Council Christmas Party for staff

JANUARY 2019

25 January	Met with Minister of Local Government Peter Primrose and Ursula Stephens
25 January	Met with Australia Day Ambassador Lyndey Milan OAM
26 January	Australia Day Ceremonies across the Shire

FEBRUARY 2019

5 February	Goulburn District Education Awards
14 February	CBJRO meeting in Wagga Wagga
21 February	Council Meeting

7 CORRESPONDENCE

The following item is submitted for consideration -

7.1	Correspondence items for the month of February 2019	46
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Correspondence - 21 February 2019

ITEM 7.1







Correspondence items for the month of February 2019

RECOMMENDATION:

That Item 7.1 - [Correspondence/Information] listed below be received:

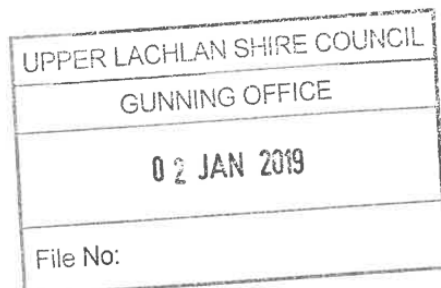
1. Taralga Public School – Letters from students regarding cutting tree down at Goodhew Park Taralga.
2. Liverpool City Council – Invitation to the Women’s Association NSW Conference April 2019.
3. Parliament of NSW – Media Release – Delivering Safer Roads for Goulburn.
4. Gunning District Community Health – Request to extend lease.
5. Stonequarry Cemetery – Request for assistance with restoration program at cemetery.
6. Office of Local Government – Circular 18-46 – New Councillor Induction and Professional Development Requirements.

ATTACHMENTS

1. 	Taralga Public School - Customer Service Request - Letters from Students Regarding Tree Cutting at Goodhew Park Taralga	Attachment
2. 	Liverpool City Council - Invitation to 2019 Australian Local Government Women's Association NSW Conference - 4 to 6 April 2019	Attachment
3. 	Parliament of NSW - Media Release - Delivering Safer Roads for Goulburn	Attachment
4. 	Gunning District Community Health - Request to extend lease	Attachment
5. 	Stonequarry Cemetery - Request for assistance with restoration program at Cemetery	Attachment
6. 	Councillor Induction and Professional Development Requirements - February 2019	Attachment

Upper Lachlan Shire Council

Crookwell



Taralga Public School

95 Orchard St

Taralga

20th December 2018

Dear Mayor Stafford,

Please find enclosed some letters from Taralga Public School, Years 3/4/5/6 regarding the cutting down of trees at Goodhew Park, Taralga. The students wanted to ask the Upper Lachlan Shire Council why the trees had to be cut down, and were wondering if the Council could respond to them.

The trees were very important to the students, as a place to play and they felt they needed to write to the Council regarding this issue. They also had some ideas about improving the park with a water bubbler and a skate bowl.

I understand that with the Holiday season approaching this will not be an immediate response.

Thanking you for your consideration.

Martha Grahame

Teacher

Taralga Public School

13.12.18

Dear Mr Stafford,

yesterday when we were walking to the Lodge to sing to them. We saw people chopping a tree down and we were not that happy. It provided a lot of shade to sit under. It will take like 40 years or more to grow back. I would also like to have a bubblers and a skate bowl and some new toilets. please table my letter at the next Council meeting.

Yours faithfully,

Lucinda, Yr 4

Taralga public school

P.S We are devastated.

14 / 12 / 18

Dear Mr Stafford,

My class and I are wondering why you cut down our tree at Goodhew Park.

We saw this disappointing thing when we went to Sunset Lodge to sing some songs for the old citizens of Taralga. It was very devastating to see that tree cut down.

One of my earliest memories of the tree was climbing it to try and get away from the person that was 'It' for Tips. But I would like you to table my letter at the next Council Meeting.

Yours sincerely,

Regan Martin (Year 5) Taralga Public School

Dear Mr Stafford,

Why did you cut down the tree on the middle right of the skate park? The reason I care about it is that tree could have been a home for a great amount of native animals. It was also the first tree I climbed when I came to Taralga eight years ago for the first time. We were going up to Sunset lodge to sing some songs for the elders.

Yours faithfully Luke, year 5, Taralga public school

P.S. Please table my letter at the next Council Meeting and please reply when you can.

Dear Mr Stafford

On Wednesday the 12th December 2018
our school was walking to Sunset lodge to
sing for Christmas. When we passed the park.
We saw you were cutting down the trees. Why
were you cutting them down? The big tree on
cutdown first was every ones favourite.
Please reply as soon as possible. Please
take my letter at the next Council
meeting. Yours faithfully Cameron year 4
TPS

Dear Mr Stafford, we were going to sing at
Sunset Lodge and we saw the best tree getting cut
down

Why would you cut down! the tree!? are
you jealous that you cant climb the
tree and we can? That was the first tree
I ever climbed I had so much fun climbing
that tree im mad grrrrrr now its
going to be boring I dont want to go
to the park now

please table my letter at the next council
meeting,

your faithfully

Taylah yr 3

p.s

Taralga public School

Dear Mr Stafford,
we were walking to sunset lodge
and we saw people cutting down
my favourite tree we were wondering
why you would do that? we made forts
and we climbed the trees could
we maybe get a skate bowl please.
please take my letter at the next
council meeting.

yours faithfully
Lilly, Year 3 TPS
p.s

Dear Mrs Stafford
When I first came here that is the first tree I climbed and
you are cutting it down. So we all were walking down
to sunset lodge and we saw people cutting down trees.

Taralga Public School

care if meeting your table my letter the next
city Jayden year 4

Dear Mr Stafford Friday 14th December.
Mr Stafford why did you make the
council cut down the trees. If you cut
down the trees make something useful like
you could put a skate park bowl. We
were just walking to sing at sunset
lodge a few songs if you cut down
the trees you could ask the council
to put a bowl and that was the 1st couple
of the trees. Me and Oscar made our
first forts in that tree. Could you also
make a bigger skate park but add
on to the skate park we have from
Taralga public school. Please reply and please
table my letter at the next council
meeting. from Seth. year 4. from Taralga public school.

14/12/18

Dear Mr Stafford

I am writing this letter because we were walking to Sunset Lodge to sing the old people some songs and when we walked past the park they were chopping down the best tree in the park. It's the best tree in the park because it is a great spot to get some shade and it is a great tree to climb. We are always playing on it and climbing it. The tree will take a long time to grow back if they even stop cutting it down.

Please table this at the next Council meeting.

Yours faithfully

Lallum Lorry, year 6

Taralga Public School

Dear Mr Stafford

We were going to Sunset lodge to sing we were walking past the park and people were cutting down my favourite tree in the world. If you want to improve the park and the skate park put a bowl in please take my letter the next council meeting please.

Name: Oscar year: 4 School: Taralga Public School

De at Mr Stafford,
I was wonderin^g why
you cut the tree
was the best tree
can you add a willow
in the park. I would be
glad. Yours faithfully
Kobe Ycqv3 ps

14.12.18

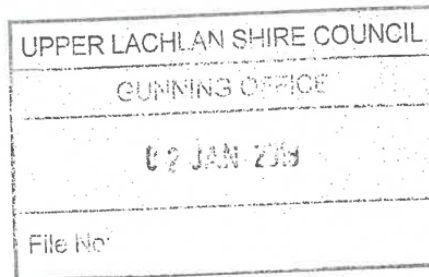
Dear Mr Stafford,

We were walking to Sunset Lodge to sing to the old people and we passed the park we saw workers chopping down a tree. Why were they doing that? The tree that they chopped down was the first tree I climbed in the park. It's my special tree. I found a key in that tree. Please reply to my letter and please table my letter at the next Council meeting.

yours faithfully

Hannah, Year 3

P.S You could improve by putting a bubbler in the park



Ref No.: 2018/2393
Contact: Claudia Novek
Ph: 8711 7438
Date: 3 December 2018

Mr John Bell
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

Dear Mr Bell

Liverpool City Council would like to invite you to the 2019 Australian Local Government Women's Association NSW conference. Council is hosting the conference at Casula Powerhouse Arts Centre.

The conference will offer women and men working in local government the opportunity to hear from engaging speakers and participate in workshops, social events, wellness activities and networking dinners. These events will also benefit people interested in local government and inspire participants to make their mark, not only on the industry, but all aspects of their lives.

Please find enclosed information about the event and registration details.

If you have any questions, please contact our conference team at MakeYourMark2019@liverpool.nsw.gov.au

Yours sincerely

Kiersten Fishburn
Chief Executive Officer

Wendy Waller
Mayor



Customer Service Centre Ground floor, 33 Moore Street, Liverpool NSW 2170 **DX** 5030 Liverpool
All correspondence to Locked Bag 7064 Liverpool BC NSW 1871 **Call Centre** 1300 36 2170
Fax 9821 9333 **Email** lcc@liverpool.nsw.gov.au
Web www.liverpool.nsw.gov.au **NRS** 13 36 77 **ABN** 84 181 182 471



**AUSTRALIAN LOCAL
GOVERNMENT WOMEN'S
ASSOCIATION
NEW SOUTH WALES BRANCH**

ALGWA NSW ANNUAL CONFERENCE

LIVERPOOL 4-6 APRIL 2019



Liverpool City Council is proud to be the host city for the 2019 Australian Local Government Women's Association NSW Branch Annual Conference.

The Australian Local Government Women's Association NSW Branch (ALGWA) supports and promotes women in local government through advocacy, advice and action. The Annual Conference is an opportunity to come together and engage in learning and networking that will assist in personal and professional development.

The conference will be hosted over three days at Liverpool's premier arts and cultural institution, Casula Powerhouse Arts Centre. Women and men working or interested in local government can look forward to engaging speakers, workshops, social events, wellness activities and networking dinners that will encourage and inspire women to make their mark, not only on the industry, but all aspects of their lives.

REGISTER NOW

**THURSDAY 4 APRIL –
SATURDAY 6 APRIL 2019**

**CASULA POWERHOUSE
ARTS CENTRE,
1 POWERHOUSE ROAD,
CASULA, 2170**

Registrations, accommodation options and conference information:
www.liverpool.nsw.gov.au/council/algwa-2019

Conference enquiries:
MakeYourMark2019@liverpool.nsw.gov.au

ALGWA:
www.algwa.org.au

**LIVERPOOL
CITY
COUNCIL**



Program

THURSDAY 4TH APRIL	
4pm – 6pm	Registrations Open <i>Casula Powerhouse Arts Centre</i>
6pm – 8pm	Mayoral Civic Welcome
FRIDAY 5TH APRIL	
7am – 8.15am	Fitness Activity BodyBalance by the river <i>Casula Powerhouse Arts Centre</i>
8.15am – 9am	Networking Breakfast and Registrations <i>Casula Powerhouse Arts Centre</i>
8.30am – 4pm	Registrations Open <i>Casula Powerhouse Arts Centre</i>
9.15am	MC Welcome and Housekeeping Chloe Esposito <i>Theatre</i>
9.20am	Mayor's Official Welcome Mayor Wendy Waller
9.30am	Official Welcome Address ALGWA President Marianne Saliba
9.40am	Keynote Speaker Jessica Rowe <i>Be Brave and Bold</i>
10.40am	Sponsor Speaker United Services Union
11.10am	Morning Tea <i>Turbine Hall</i>
11.30am	Avril Henry Emotional Intelligence and Resilience
12.30pm	Chloe Esposito The numerous factors to success in sport and life
1pm	Lunch <i>Turbine Hall</i>
2pm	Concurrent Workshops 1. Janelle Nisbet – Resilience 2. Dr Neryl East – Communicating with Credibility and Influence
3pm	Discussion Panel
3.45pm	Conference close
7pm – 10pm	Networking Cocktail Dinner <i>Western Sydney University Rooftop</i>

SATURDAY 6TH APRIL	
7.30am – 8.30am	Wellness Activity Painting by the river
8.30am – 9.30am	Networking Breakfast <i>Casula Powerhouse Arts Centre</i>
8.30am – 9.30am	Nominations for Executive/President <i>Performance Space</i>
9.30am	MC Opening Chloe Esposito
9.40am	Leonie McKeon Chinese Negotiation Strategies
9.40am – 11am	Voting for Executive/President <i>Performance Space</i>
10.40	Morning Tea <i>Turbine Hall</i>
11am	Janelle Nisbet Interpersonal Effectiveness
12pm	Conference Bids for 2021
12.30 – 2pm	Voting for Conference location 2021
12.30pm	ALGWA Hot Spots Session and wrap up
1.30pm	Lunch <i>Turbine Hall</i>
2pm	ALGWA General Meeting <i>Theatre (TBC)</i>
2.00pm – 4pm	Bullseyes or Bargains? Choose from: Target practice Spend the afternoon working on your aim at Liverpool City Archers OR Retail Therapy Make your mark on the local economy at discounted prices at Fashion Spree outlets
7pm – 11pm	Gala Dinner <i>Casula Powerhouse Arts Centre</i> Theme: Garden Party

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SILVER SPONSORS

Register now

To register online or for more information, please visit
www.liverpool.nsw.gov.au/council/algwa-2019

DELEGATE DETAILS

First Name

Surname

Organisation

Position

Postal address – street number, street name, suburb, state, postcode

Contact phone number

Email address

ACCOMPANYING PARTNER/GUEST DETAILS

First name

Surname

ADDITIONAL INFORMATION

Please note any special requirements you have including:

Dietary

Access

Other

Please indicate your attendance to early morning wellness sessions:

- ☐ Friday 5 April 2019 – BodyBalance by the river (limited places available)
- ☐ Saturday 6 April 2019 – Painting by the river

Please indicate your preference of workshops held on Friday 5 April 2019:

- ☐ Janelle Nisbet – Building Resilience
- ☐ Dr Neryl East – Communicating with credibility and influence

Please indicate your attendance at the following social networking events:

- ☐ Thursday 4 April 2019 – Welcome Reception
- ☐ Friday 5 April 2019 – Networking Cocktail Dinner
- ☐ Saturday 6 April 2019 – Garden Party Gala Dinner
- ☐ Guest/Partner (\$185) – Garden Party Gala Dinner

Please indicate your preference for the social activities held on Saturday 6 April 2019:

- ☐ Shopping at Fashion Spree
- ☐ Archery (limited to first 30 RSVPs)

For shuttle bus purposes, please add the name of your hotel:

Please note: depending on the number of bookings, buses will be running between Mercure Liverpool and Quest Liverpool and the conference venue.

Registration Fees

Registration Type	ALGWA Member (inc GST)	Non-Member (inc GST)
Early Bird Includes Welcome Reception, all conference sessions and meals, Networking Cocktail Dinner and Gala Dinner <i>*Available until 20 January 2019</i>	<input type="checkbox"/> \$980	<input type="checkbox"/> \$1080
Standard Includes Welcome Reception, all conference sessions and meals, Networking Cocktail Dinner and Gala Dinner	<input type="checkbox"/> \$1080	<input type="checkbox"/> \$1190
One day registration Includes conference sessions and conference meals	<input type="checkbox"/> \$630	<input type="checkbox"/> \$680
Networking Cocktail Dinner	<input type="checkbox"/> \$100	<input type="checkbox"/> \$110
Gala Dinner	<input type="checkbox"/> \$170	<input type="checkbox"/> \$185
Extra Partner	<input type="checkbox"/> \$185	<input type="checkbox"/> \$185
Become an ALGWA NSW Member		<input type="checkbox"/> \$80
Total Amount Payable		

Important Information

Attendance will be confirmed on receipt of full payment. Please note that the program and speakers list are subject to change without notice. Information collected on this form will be used for conference purposes only and will not be provided to third parties without your consent.

Cancellation Policy

Should you not be able to attend the conference, you are welcome to send an alternate delegate in your place. Cancellations will be accepted until Friday 4 March 2019 and will incur a \$100 processing fee.

Cancellations after this date will incur the full registration fee. All cancellations for change of delegate must be provided in writing to **MakeYourMark2019@liverpool.nsw.gov.au**

Payment Options**I would like to pay by:**

- ☐ Mastercard ☐ Company Cheque
☐ Visa ☐ Direct Deposit

If you have selected to pay by credit card, an invoice will be sent to your nominated email address.

If paying by direct deposit,
please email the EFT advice to
MakeYourMark2019@liverpool.nsw.gov.au

Bank: Commonwealth Bank
Account Name: Liverpool City Council
BSB: 062 196
Account Number: 1090 8009

Total amount payable:

Is an invoice required for your payment?

- ☐ Yes ☐ No

Please note, a 0.5% transaction fee will be charged on all credit card transactions. Cardholder signature is required before processing.

Return your completed **Registration Form** to us by **20 January 2019** to secure **Early Bird** rates, otherwise, return by **7 March 2019**.

Email: **MakeYourMark2019@liverpool.nsw.gov.au**



The Hon. Pru Goward MP
Member for Goulburn

MEDIA RELEASE

Wednesday 23 January 2019

DELIVERING SAFER ROADS FOR GOULBURN

Member for Goulburn Pru Goward today announced Goulburn will receive \$12,117,029 in vital road safety upgrades as part of the latest round of the Government's Saving Lives on Country Roads and Liveable and Safe Urban Communities initiatives.

As part of the \$182 million record investment, \$12,117,029 will be delivered through 16 projects in Goulburn to help save lives. These projects will include:

- Burley Griffin Way, (Goondah and Binalong), Yass Valley
- Goulburn Road, Crookwell, Upper Lachlan
- Crookwell Road to Abercombie River Safety Improvements, Upper Lachlan
- The Federal Highway (Wollogorang), Goulburn Mulwaree
- Mountain Ash Road Safety Upgrade, Goulburn Mulwaree
- Boorowa Road, Upper Lachlan
- Hume Highway (Bowning, Bookham, Berrima, Marulan and Yarra), Yass Valley, Wingecarribee, Goulburn Mulwaree
- Sandy Point Road, Goulburn Mulwaree
- Illawarra Highway, Wingecarribee
- Lachlan Valley Way (Walls Junction) Yass Valley
- Lachlan Valley Way (Boorowa To Yass) Yass Valley

Liberal Candidate for Goulburn, Wendy Tuckerman, welcomed the funding across the electorate.

"Road safety and regional road improvements are one of my top priorities, and I'm glad to see that strong financial management from the Liberal & National Government delivering \$12,117,029 across the Goulburn electorate to make our roads safer.

"The NSW government are investing \$1.9 billion over five years to deliver the Road Safety Plan 2021 with \$640 million allocated for the Saving Lives on Country Roads program," Ms Tuckerman said.

MEDIA:

Electorate Office Paige Penning | 4822 6444



29 January 2019

Mr John Bell
General Manager
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581
Email: council@upperlachlan.nsw.gov.au

Dear John

Gunning District Community and Health Service Inc. (GDCHS), GDCHS would like to apply for an extension to the lease that we currently have with the Upper Lachlan Shire Council for the office component of the Court House building, to be further extended to include the Warden's Room which is situated on the Court House site.

We understand that that GDCHS would be responsible for the maintenance and general upkeep of this room.

Further, we wish to exclude the use of the two gaol cells and the exercise room from this extension of lease.

I look forward to your response.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Melinda Medway'.

Melinda Medway
President

1431 Bannaby Rd
TARALGA NSW 2150

3 February 2019

Upper Lachlan Shire Council
Attention : John Stafford, Mayor

Re: Stonequarry Cemetery

Firstly on behalf of Stonequarry 355 Committee, I would like to take this opportunity to wish all of you and the staff at the council a happy New Year. We look forward to your continuing assistance leading up to the bicentenary of Taralga.

I write to you in this instance for assistance to try and complete the restoration work on the main cemetery at Stonequarry.

We were successful in obtaining a grant for \$3500 in 2015 from the Department of Social Services but we have now spent that money. We applied for another grant in 2018 under the volunteer grants but were unsuccessful. We also applied for a grant for \$4000 that had been handed back which Jennifer Lambert Tracey had advised us of but unfortunately it couldn't be transferred.

We were successful in obtaining funding from both Council and Veolia Mulwaree Trust to build the toilet at the cemetery and this has been completed.

We had also applied for a grant from the Heritage Near Me program for funding to purchase plaques to place on the headstones of the unmarked graves. Unfortunately we weren't successful and were told that "although the project is a worthy one, consideration must be given to how the wider community will be drawn to the cemetery once the graves have been marked". After discussions with Christian Hampson, the Manager of the Heritage Near Me program, Linus Nesbitt-Hawes and myself had a meeting with the Crookwell Tourist Association who developed a website for Stonequarry Cemetery and it was also promoted by ULSC and the Taralga Historical Society. We again applied for a grant from Heritage Near Me for funding to buy the plaques but we were unsuccessful again as it was not seen as beneficial to the community.

†

We intend to now apply for a grant from Upper Lachlan/Taralga Wind Farm when applications are called for this year to try to gain a grant for the plaques and we would endeavour to have them fixed to the headstones by the October long weekend celebrations.

At this time, we have located and placed headstones on over 300 of the unmarked graves. We have also completed re-sheeting gravel on graves, cleaned headstones and repaired the lettering on the headstones in the Church of England, Presbyterian and Independent sections of the cemetery. We are in the process of cleaning headstones, repairing lettering and re-sheeting in the Catholic section.

Unfortunately we have now almost exhausted funds for this project and need assistance to purchase fuel for the truck and pressure cleaners and more gravel for re-sheeting. We will also need to purchase cement to repair some graves and paint for wrought iron rails. We currently have \$242 in the bank but this won't be enough to finish this work.

The committee now respectfully requests assistance from Upper Lachlan Shire Council by way of a grant for \$3000 that will allow us to finish this restoration project hopefully before the Taralga 200 year celebrations on the October long weekend.

Yours sincerely



Laurie Chalker
President, Stonequarry 355 Committee






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Council Circular

18 December 2018

18-46 New Councillor Induction and Professional Development Requirements

Circular Details	Circular No 18-46 / 18 December 2018 / A621298
Previous Circular	 18-25 Status of the new Councillor Induction and Professional Development Guidelines
Who should read this	Mayors / Councillors / General Managers / Council governance staff
Contact	Council Governance / (02) 4428 4100/ olg@olg.nsw.gov.au
Action required	Council to Implement
PDF Version of Circular	 18-46 New Councillor Induction and Professional Development Requirements
Attachment/s	 The new councillor induction and professional development requirements under the Local Government (General) Regulation 2005

What's new or changing

- Amendments made to the Local Government Act 1993 (the Act) by the Local Government Amendment (Governance and Planning) Act 2016 in August 2016 saw the inclusion in the prescribed role of councillors under section 232 a responsibility "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor".
- In support of this, regulations have been made for induction and other professional development for mayors and councillors. The new requirements under the Local Government (General) Regulation 2005 are outlined in the attachment to this circular. These requirements do not apply to joint organisations.
- The Office of Local Government (OLG) has prepared guidelines to assist councils to develop and deliver induction and ongoing professional development activities for their mayor and councillors in compliance with the proposed regulations. The Guidelines have been issued under section 23A of the Act.

<https://olg.e-newsletter.com.au/pub/pubType/EO/pubID/zzzz5c1828ae7a806769/print...> 11/02/2019

What this will mean for your council

- Councils' induction and professional development programs are to consist of three elements:
 - Pre-election candidate sessions – these are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged)
 - Induction program – this aims to equip mayors and councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between councillors and with staff
 - Professional development program – this is to be developed in consultation with all councillors and delivered over the term of the council to build the skills, knowledge and personal attributes necessary to be an effective mayor or councillor.
- Councils will be required to report information in their annual reports on the induction and ongoing professional development activities offered to the mayor and each councillor. The reporting requirements are set out in the attachment to this circular.

Key points

- Councils will need to take immediate steps to develop and deliver a professional development program for the mayor and each councillor.
- Councils will need to deliver an induction program for any councillor elected at a by-election before the next ordinary elections.
- Councils will be required to prepare and deliver an induction program for the mayor and all councillors following the next ordinary elections.
- From next year, councils will be required to report on councillor induction and professional development in their annual reports.

Where to go for further information

- The Councillor Induction and Professional Development Guidelines are available on OLG's website at www.olg.nsw.gov.au.
- For further information, contact OLG's Council Governance Team on (02) 4428 4100.

Tim Hurst
Chief Executive

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9 INFORMATION ONLY

The following items are submitted for consideration -

9.1	Development Statistics for the Month of December 2018 and January 2019	76
9.2	Monthly Weeds Activities Report	88
9.3	Road Maintenance Council Contract (RMCC) - Contractor Performance Report for the period ending 1 October 2018	91
9.4	Investments for the months of December 2018 and January 2019	99
9.5	Bank Balance and Reconciliation - 31 December 2018 and 31 January 2019	104
9.6	Rates and Charges Outstanding for the months of December 2018 and January 2019	106
9.7	Library Services 2nd Quarter Report 2018/2019	112
9.8	WHS Committee Minutes	118
9.9	Consultative Committee Meeting Minutes	121
9.10	Action Summary - Council Decisions	125

Information Only - 21 February 2019

ITEM 9.1 **Development Statistics for the Month of December 2018 and January 2019**

FILE REFERENCE I19/70

AUTHOR **Economic Development Officer**

ISSUE

Providing Council with a brief summary of the development control activities that have occurred in the months of December 2018 and January 2019.

RECOMMENDATION That -

1. Council receives and notes the report as information.

BACKGROUND

Standard monthly report providing Council with a summary of the development control activities that have occurred in the months of December 2018 and January 2019.

REPORT

DECEMBER 2018

The following table outlines the type and value of new development.

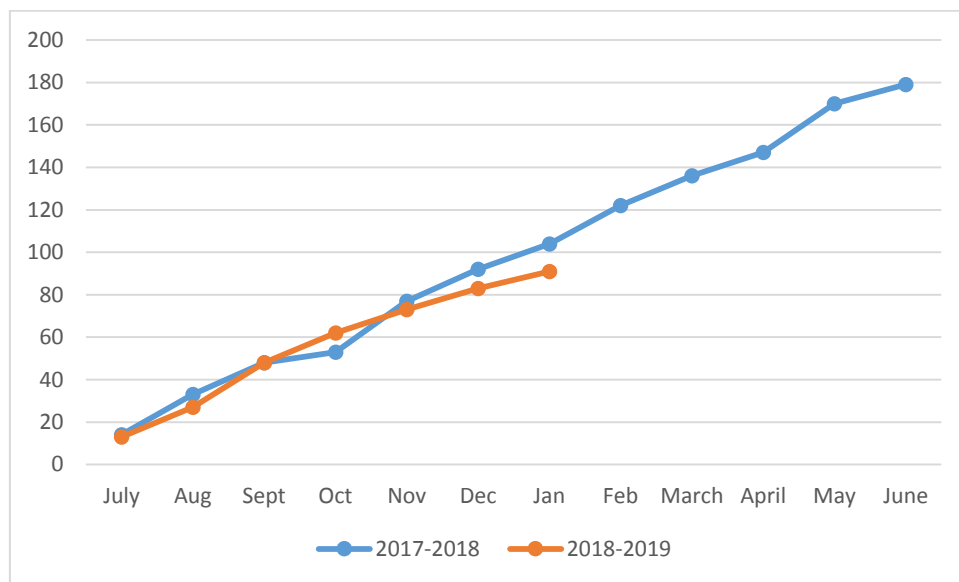
Statistics by Development Type								
Current Year					Last year			
DA Type	December 2018		Year to Date 1/7/2018 to 30/6/2019		December 2017		Year to date 1/7/2017 to 30/6/2018	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	0	\$0	6	\$3,276,000	0	\$0	5	\$21,331,000
Residential	9	\$2,333,017	56	\$11,606,044	9	\$1,890,599	61	\$11,834,878
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Other	0	\$0	9	\$535,000	1	\$20,000	5	\$6,123,000
Total	9	\$2,333,017	71	\$15,417,044	10	\$1,910,599	71	\$39,288,878
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	0	0	2	51	0	0	1	3
Rural Residential	0	0	0	0	1	2	3	9

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019 cont'd**

Commercial	0	0	0	0	0	0	1	0
Industrial	0	0	0	0	0	0	0	0
Boundary Adjustment	0	0	0	0	1	1	2	3
Strata	0	0	0	0	0	0	0	0
Agricultural	0	0	7	17	2	1	9	17
Modification/Other	1	3	2	3	1	48	2	48
Total	1	3	11	71	5	52	18	80

1. Development Applications

The level of development applications received is detailed in the following graph.



The current level of development activity being assessed is summarised below:

DAs under assessment	DA modifications under assessment	DAs received Dec 2018	DA modifications received Dec 2018	DAs determined Dec 2018	DA modifications determined Dec 2018
27	5	6	4	10	2

The average determination processing time is for the month of December was 52 days.

Determinations issued 1 December to 31 December 2018 are summarised in the following table:

Determinations Issued between 1 December 2018 to 31 December 2018		
DA No.	Proposal	Property
118/13 (Mod)	Change of Use	95 Bigga Rd, Binda Lot 95 DP 753028 & Lot 1 DP 1191756

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019** cont'd

Determinations Issued between 1 December 2018 to 31 December 2018		
DA No.	Proposal	Property
96/2017 (Mod)	Subdivision	Stink Pot Rd & 1647 Coolalie Rd, Jerrawa Lot 1 DP 1227279 & Lot 3 DP 1217209
124/2017	Consolidation	Gurrundah Road, Gurrundah Lot 220 & 221 DP 750019
87/2018	Subdivision	Peelwood Rd, Laggan Lot 7 DP 1020135
99/2018	Pub Alterations/ Additions	34 Goulburn St, Crookwell Lot 2 DP 800629
112/2018	Community Event	1A Walsh St, Taralga Lot 251 DP 750017
118/2018	Alterations & Additions	979 Mount Rae Rd, Taralga Lot 5 DP 608628
121/2018	Transportable Dwelling	1361 Jerrawa Rd, Dalton Lot 2 DP 1240223
123/2018	Alterations & Additions Retail	87 Goulburn St, Crookwell Lot 2 DP 305613
131/2018	Garage/Shed	3895 Taralga Rd, Taralga Lot 6 DP 850133
135/2018	Garage, Studio & Pergola	Hay St, Crookwell Lot 3 DP 590972
136/2018	Dwelling	1592 Breadalbane Rd, Breadalbane Lot 4 DP 1197318

The Development Applications outstanding as of 31 December 2018 are summarised in the following table:

Development Applications Outstanding on 31 December 2018 (In order of date submitted to Council)				
DA No.	Date Rec	Proposal	Property	Reason
122/2017	24/11/2017	Biala Windfarm Substation & Underground Transmission Line	Gurrundah Area Lot 185,186,187,188,204 & 224 DP 754126, Lot 1 & 2 DP 877769, Lot 6 DP 1115749, Lot 1 & 2 DP 1115746, Lot 7,197,226,319 DP 754126, Lot 4 DP 1031856, Lot 100 DP 1026064, Lot 103 DP 750043, Lot 2 DP 1168750, Lot 101 DP 1083286	Awaiting JRPP Determination
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Deferred to Applicant
57/2018	10/5/2018	Dog Breeding Facility	148 Bigga Rd, Crooked Corner Lot 4 DP 1052845	Under Assessment

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019** cont'd

		Development Applications Outstanding on 31 December 2018 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
58/2018	14/5/2018	Dog Breeding Facility	120 Salisbury Rd, Bigga Lot 237 DP 753041	Under Assessment	
70/2018	18/6/2018	Garage/Shed	13 Bray St, Crookwell Lot 2 DP 1231222	Awaiting Additional Information	
86/2017 (Mod)	21/8/2018	Dwelling	Strathaird Lane, Goulburn Lot 32 DP 1042610	Awaiting Additional Information	
95/2018	29/8/2018	Subdivision	Junction Point Rd, Tuena Lot 1 DP 1223538	Under Assessment	
100/2018	10/09/2018	Garage/Shed	41 Yass St, Gunning Lot 1 Sec 3 DP 758493	Awaiting Additional Information	
101/2018	11/09/2018	Transportable Dwelling	998 Peelwood Rd, Laggan Lot 1 DP 1165506	Awaiting Additional Information	
111/2018	25/09/2018	Dwelling	1018 Wombeyan Caves Rd, Wombeyan Caves Lot 3 DP 789337	Under Assessment	
113/2018	26/09/2018	Subdivision	656 Kangaloolah Rd, Binda Lot 2 DP 1159385 & Lot 2, 3, & 210 DP 753012	Awaiting Additional Information	
120/2018	12/10/2018	Airstrip	69 Berrebangalo Rd, Lade Vale	Under Assessment	
122/2018	18/10/2018	Dog Breeding Facility	213 Bigga Rd, Crooked Corner Lot 2 DP 1052845	Under Assessment	
124/2018	23/10/2018	Demolition & Removal of UPSS	217 Goulburn St, Crookwell Lot 2 DP 232587	Awaiting Additional Information	
125/2018	30/10/2018	Subdivision	Wombat St, Gunning Lot 30 Sec 2 DP 758493	Under Assessment	
126/2018	14/11/2018	Alterations & Additions	3 Medway St, Dalton Lot 5 Sec 10 DP 758335	Under Assessment	
127/2018	15/11/2018	Dwelling	26 North St, Crookwell Lot 19 Dec 3 DP 1809	Under Assessment	
128/2018	16/11/2018	Dwelling	9 Gordon St, Crookwell Lot 13 Sec 2 DP 1809	Deferred to Engineering	
129/2018	19/11/2018	Alterations & Additions	6 Carrington St, Crookwell Lot 12 DP 700902	Under Assessment	
130/2018	21/11/2018	Dwelling	16 Murray St, Collector Lot 1 DP 742549	Awaiting Additional Information	
132/2018	23/11/2018	Alterations & Additions	19 Kialla Rd, Crookwell Lot 358 DP 754108	Under Assessment	

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019** cont'd

		Development Applications Outstanding on 31 December 2018 (In order of date submitted to Council)		
DA No.	Date Rec	Proposal	Property	Reason
133/2018	23/11/2018	Subdivision	Elms Rd, Ladevale Lot 5 DP 1142197, Lot 2222 DP 830996 Lot 1 DP 1230385	Deferred to Engineering & RFS
134/2018	23/11/2018	Transportable Dwelling	58 Biala St, Gunning Lot 16 Sec 8 DP 758493	Under Assessment
137/2018	3/12/2018	Dwelling	346 Jerrawa Rd, Jerrawa Lot 260 DP 754122	Under Assessment
2/2018 (Mod)	7/12/2018	Subdivision	34 McGaw Rd, Crookwell Lot 8 DP 1213731	Under Assessment
48/2012 (Mod)	10/12/2018	Dwelling	14 Murray St, Collector Lot 2 DP 742549	Under Assessment
138/2018	10/12/2018	Change of Use	1719 Rhyanna Rd, Taralga Lot 13 DP 1054358	Deferred to Engineering
39/2010 (Mod)	11/12/2018	Dwelling	Kangaloolah Rd, Binda Lot 214 DP 753012	Under Assessment
139/2018	13/12/2018	Swimming Pool/Spa	Queen St, Binda Lot 7 Sec 32 DP 758110	Under Assessment
18/2015 (Mod)	17/12/2018	Dwelling & Garage/Shed	6 Somerset Place, Crookwell Lot 48 DP 1075643	Under Assessment
140/2018	20/12/2018	Garage/Shed	15 Barry Place, Crookwell Lot 38 DP 1065616	Under Assessment
141/2018	20/12/2018	Dwelling	24 Tulloh St, Crookwell Lot 2 DP 1124766	Under Assessment

2. Construction Certificates

Construction Certificates Issued between 1 December 2018 to 31 December 2018		
CC No.	Proposal	Property
104/2018	Intensive Agricultural Use	2198 Greenmantle Rd, Bigga Lot 3, 4 & 5 DP 742425 Lot 3, 6, 20, 21, 67 & 68 DP 753031
114/2018	Garage/Shed	3895 Taralga Rd, Taralga Lot 6 DP 850133
115/2018	Garage/Shed	5740 Junction Point Rd, Tuena Lot 4 DP 927025

Approved by Council	
December 2018	Year to date
3	29

3. Occupation Certificates

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019 cont'd**

Occupation Certificates Issued between 1 December 2018 to 31 December 2018		
OC No.	Proposal	Property
69/2018	Garage/Shed	1 Bourke St, Collector Lot 9 Sec 13 DP 758263
71/2018	Alterations/Additions	126 Yass St, Gunning Lot 2 DP 1170939
72/2018	Dwelling	11 Barry Place Crookwell Lot 40 DP 1065616

Approved by Council	
December 2018	Year to date
3	15

4. Subdivision Certificates

Subdivision Certificates Issued between 1 December 2018 to 31 December 2018		
SC No.	Proposal	Property
26/2018	Subdivision	Collector Rd, Lerida Lot 112, 126, 133, 134, 158, 159, 172 DP 754127
28/2018	Boundary Adjustment	687 Redground Rd, Crookwell Lot 43 DP 753012 Lot 1 DP 842493 Lot 4 & 264 DP 753042
29/2018	Subdivision	788 Bevendale Rd, Wheeo Lot 195 DP 754121

Approved by Council	
December 2018	Year to date
3	14

5. Planning Certificates

The number of Planning Certificates issued this financial year is detailed below.

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	178

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019** cont'd**JANUARY 2019****Development Status Report**

The following table outlines the type and value of new development.

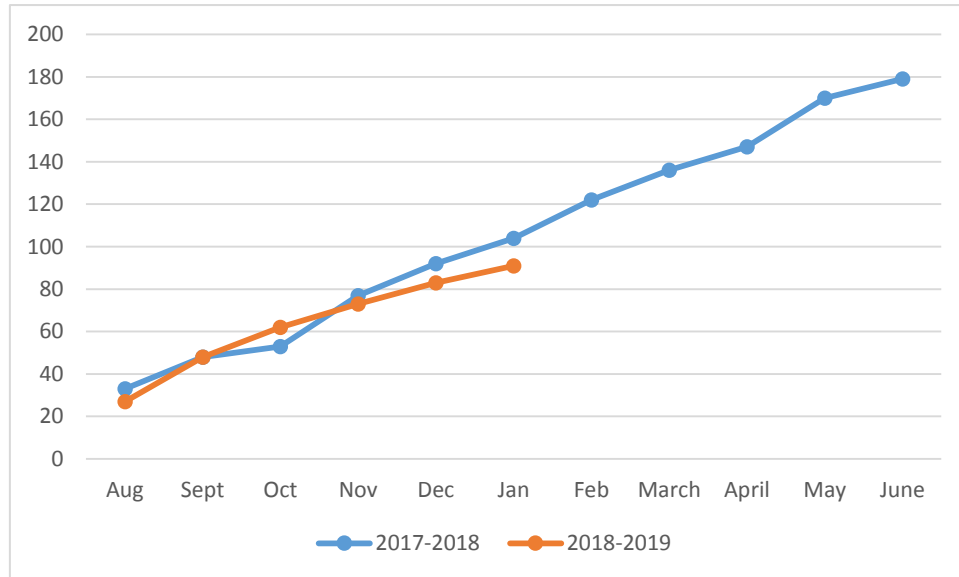
Statistics by Development Type								
Current Year					Last year			
DA Type	January 2019		Year to Date 1/7/2018 to 30/6/2019		January 2018		Year to date 1/7/2017 to 30/6/2018	
	Count	\$Value	Count	\$Value	Count	\$Value	Count	\$Value
Commercial	0	\$0	6	\$3,276,000	0	\$0	5	\$21,331,000
Residential	5	\$1,505,000	61	\$13,111,044	9	\$2,706,422	70	\$14,541,300
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Other	1	\$0	9	\$535,000	1	\$20,000	6	\$6,123,000
Total	6	\$1,505,000	76	\$16,922,044	10	\$2,706,422	81	\$41,995,300
Subdivision								
Type	Count	Lots	Count	Lots	Count	Lots	Count	Lots
Residential	0	0	2	51	0	0	1	3
Rural Residential	0	0	0	0	1	3	4	12
Commercial	0	0	0	0	0	0	1	0
Industrial	0	0	0	0	0	0	0	0
Boundary Adjustment	1	0	1	0	1	0	3	3
Strata	0	0	0	0	0	0	0	0
Agricultural	1	2	8	19	0	0	9	17
Modification/Other	0	0	2	3	0	0	2	48
Total	2	2	13	73	2	3	20	83

Information Only

DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019 cont'd

1. Development Applications

The level of development applications received is detailed in the following graph.



The current level of development activity being assessed is summarised below:

DAs under assessment	DA modifications under assessment	DAs received Jan 2019	DA modifications received Jan 2019	DAs determined Jan 2019	DA modifications determined Jan 2019
21	5	7	1	13	1

The average determination processing time is for the month of January was 51 days.

Determinations issued 1 January to 31 January 2019 are summarised in the following table:

Determinations Issued between 1 January 2019 to 31 January 2019		
DA No.	Proposal	Property
122/2016 (Mod)	Alterations & Additions	46 Cooper St, Taralga Lot 1 DP 900385
122/2017	Biala Windfarm Substation & Underground Transmission Line	Gurrundah Area Lot 185,186,187,188,204 & 224 DP 754126, Lot 1 & 2 DP 877769, Lot 6 DP 1115749, Lot 1 & 2 DP 1115746, Lot 7,197,226,319 DP 754126, Lot 4 DP 1031856, Lot 100 DP 1026064, Lot 103 DP 750043, Lot 2 DP 1168750, Lot 101 DP 1083286
95/2018	Subdivision	Junction Point Rd, Tuena Lot 1 DP 1223538

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019** cont'd

Determinations Issued between 1 January 2019 to 31 January 2019		
DA No.	Proposal	Property
101/2018	Transportable Dwelling	998 Peelwood Rd, Laggan Lot 1 DP 1165506
126/2018	Alterations & Additions	3 Medway St, Dalton Lot 5 Sec 10 DP 758335
127/2018	Dwelling	26 North St, Crookwell Lot 19 Dec 3 DP 1809
128/2018	Dwelling	9 Gordon St, Crookwell Lot 13 Sec 2 DP 1809
129/2018	Alterations & Additions	6 Carrington St, Crookwell Lot 12 DP 700902
130/2018	Dwelling	16 Murray St, Collector Lot 1 DP 742549
132/2018	Alterations & Additions	19 Kialla Rd, Crookwell Lot 358 DP 754108
137/2018	Dwelling	346 Jerrawa Rd, Jerrawa Lot 260 DP 754122
138/2018	Change of Use	1719 Rhyanna Rd, Taralga Lot 13 DP 1054358
139/2018	Swimming Pool/Spa	Queen St, Binda Lot 7 Sec 32 DP 758110
140/2018	Garage/Shed	15 Barry Place, Crookwell Lot 38 DP 1065616

The Development Applications outstanding as of 31 January 2019 are summarised in the following table:

Development Applications Outstanding on 31 January 2019 (In order of date submitted to Council)				
DA No.	Date Rec	Proposal	Property	Reason
23/2018	26/2/2018	Dwelling	Gundaroo Rd, Bellmount Forest - Lot 1 DP 754573, Lot 148 & 197 DP 754113	Deferred to Applicant
57/2018	10/5/2018	Dog Breeding Facility	148 Bigga Rd, Crooked Corner Lot 4 DP 1052845	Under Assessment
58/2018	14/5/2018	Dog Breeding Facility	120 Salisbury Rd, Bigga Lot 237 DP 753041	Under Assessment
70/2018	18/6/2018	Garage/Shed	13 Bray St, Crookwell Lot 2 DP 1231222	Under Assessment
86/2017 (Mod)	21/8/2018	Dwelling	Strathaird Lane, Goulburn Lot 32 DP 1042610	Awaiting Additional Information

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019** cont'd

		Development Applications Outstanding on 31 January 2019 (In order of date submitted to Council)			
DA No.	Date Rec	Proposal	Property	Reason	
100/2018	10/09/2018	Garage/Shed	41 Yass St, Gunning Lot 1 Sec 3 DP 758493	Awaiting Additional Information	
111/2018	25/09/2018	Dwelling	1018 Wombeyan Caves Rd, Wombeyan Caves Lot 3 DP 789337	Deferred to RFS	
113/2018	26/09/2018	Subdivision	656 Kangalolah Rd, Binda Lot 2 DP 1159385 & Lot 2, 3, & 210 DP 753012	Awaiting Additional Information	
120/2018	12/10/2018	Airstrip	69 Berrabangangalo Rd, Lade Vale	Under Assessment	
122/2018	18/10/2018	Dog Breeding Facility	213 Bigga Rd, Crooked Corner Lot 2 DP 1052845	Notification	
124/2018	23/10/2018	Demolition & Removal of UPSS	217 Goulburn St, Crookwell Lot 2 DP 232587	Under Assessment	
125/2018	30/10/2018	Subdivision	Wombat St, Gunning Lot 30 Sec 2 DP 758493	Awaiting Additional Information	
133/2018	23/11/2018	Subdivision	Elms Rd, Ladevale Lot 5 DP 1142197, Lot 2222 DP 830996 Lot 1 DP 1230385	Deferred to Engineering & RFS	
134/2018	23/11/2018	Transportable Dwelling	58 Biala St, Gunning Lot 16 Sec 8 DP 758493	Awaiting Additional Information	
2/2018 (Mod)	7/12/2018	Subdivision	34 McGaw Rd, Crookwell Lot 8 DP 1213731	Deferred to Engineering	
48/2012 (Mod)	10/12/2018	Dwelling	14 Murray St, Collector Lot 2 DP 742549	Notification	
39/2010 (Mod)	11/12/2018	Dwelling	Kangaloolah Rd, Binda Lot 214 DP 753012	Deferred to Engineering	
18/2015 (Mod)	17/12/2018	Dwelling & Garage/Shed	6 Somerset Place, Crookwell Lot 48 DP 1075643	Deferred to Engineering	
141/2018	20/12/2018	Dwelling	24 Tulloh St, Crookwell Lot 2 DP 1124766	Deferred to Engineering	
1/2019	03/01/2019	Community Event	30 East St, Crookwell Lot 4 DP 524712	Under Assessment	
2/2019	03/01/2019	Dwelling	Rossi St, Collector Lot 2, 3, 4 & 15 DP 1211033	Notification	
3/2019	15/01/2019	Alterations & Additions	2725 Rye Park Rd, Dalton Lot 336 DP 754106	Under Assessment	
4/2019	17/01/2019	Alterations & Additions	Woodhouselee Rd, Laggan Lot 1, 2, 3, 4 & 5 Sec 9 DP 1698	Under Assessment	

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019** cont'd

Development Applications Outstanding on 31 January 2019 (In order of date submitted to Council)				
DA No.	Date Rec	Proposal	Property	Reason
5/2019	17/01/2019	Alterations & Additions	55 Northcott St, Crookwell Lot 8 Sec 8 DP 2383	Under Assessment
6/2019	22/01/2019	Subdivision	1169 & 1107 Golspie Rd, Golspie Lot 131 & 132 DP 753063	Under Assessment
7/2019	30/01/2019	Subdivision	628 Mulgowrie Rd, Golspie Lot 71 DP 753045	Under Assessment

2. Construction Certificates

Construction Certificates Issued between 1 January 2019 to 31 January 2019		
CC No.	Proposal	Property
102/18	Pergola	Cullerin Rd, Breadalbane Lot 1 DP 1122828
1/2019	Swimming Pool	103 Queen St, Binda Lot 7 Sec 32 DP 758110
2/2019	Alterations & Additions	19 Kialla Rd, Crookwell Lot 358 DP 754108
3/2019	Alterations & Additions	Jerrawa Rd, Jerrawa Lot 201 & 202 DP 754122

Approved by Council	
January 2019	Year to date
4	4

3. Occupation Certificates

Occupation Certificates Issued between 1 January 2019 to 31 January 2019		
OC No.	Proposal	Property
1/2019	Carport/Awning	140 St Stephens Rd, Woodhouselee Lot 2 DP 588162
3/2019	Dwelling	46 Wombat St, Gunning Lot 2 DP 1082201
4/2019	Dwelling & Garage	14 McIntosh Rd, Crookwell Lot 7 DP 1217974
5/2019	Toilet Block	13 Denison St, Crookwell Lot 10 Sec 18 DP 758308

Approved by Council	
January 2019	Year to date
4	4

Information Only**DEVELOPMENT STATISTICS FOR THE MONTH OF DECEMBER 2018 AND JANUARY 2019** cont'd**4. Subdivision Certificates**

Subdivision Certificates Issued between 1 January 2019 to 31 January 2019		
SC No.	Proposal	Property

Approved by Council	
January 2019	Year to date
0	0

5. Planning Certificates

The number of Planning Certificates issued this financial year is detailed below.

Year	Number of Certificates Issued
1 July 2008 to 30 June 2009	383
1 July 2009 to 30 June 2010	464
1 July 2010 to 31 June 2011	535
1 July 2011 to 30 June 2012	426
1 July 2012 to 30 June 2013	408
1 July 2013 to 30 June 2014	457
1 July 2014 to 30 June 2015	426
1 July 2015 to 30 June 2016	481
1 July 2016 to 30 June 2017	461
1 July 2017 to 30 June 2018	452
1 July 2018 to 30 June 2019	202

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 21 February 2019

ITEM 9.2 Monthly Weeds Activities Report

FILE REFERENCE I19/69

AUTHOR Director of Environment and Planning

ISSUE

Providing Council with a summary of weed control activities undertaken throughout the Upper Lachlan Shire Council operational area in the last month.

RECOMMENDATION That -

1. Council receives and notes the report as information.

REPORT

Biosecurity staff made a concentrated effort on road side weed control throughout the shire, with limited attention to property inspections due to holiday and council shutdown periods. Targeted weeds included Serrated Tussock, African Lovegrass, Chilean Needle Grass and Coolatai Grass.

Biosecurity Staff also detected a 2km stretch of *Asparagus virgatus* also commonly referred to as Asparagus fern along the Collector road between Gunning and Collector. The weed is not common to the Upper Lachlan Shire and was subsequently controlled using chemical application.

Property Inspections

Weed	Parish	Road or Street	Date	Action	Degree
BB	Crookwell	Binda	28/11/18	Notified	3
ST	Yalbraith	Oberon	29/11/18	Notified	2
ST	Yalbraith	Oberon	29/11/18	Routine	1
ST	Yalbraith	Oberon	29/11/18	Routine	1
ST	Yalbraith	Oberon	29/11/18	Routine	1
ST	Yalbraith	Oberon	29/11/18	Routine	1
ST BB	Yarraman	Tuena	4/12/18	Notified	2 3
ST	Yarraman	Tuena	4/12/18	Notified	2
ALG	Bunton	Dalton	10/12/18	Notified	2
Oxe-Eye	Guinecor	Oberon	10/12/18	Notified	2
CNG	Winduella	Wheeo	12/12/18	Routine	0
ST	Winduella	Wheeo	12/12/18	Routine	1
ST	Crookwell	Kialla	12/12/18	Notified	2
ST	Crookwell	Kialla	12/12/18	Routine	1
ST BB	Turrallo	Middle Arm	17/12/18	Notified	2' 2
ST	Turrallo	Middle Arm	17/12/18	Routine	2

Information Only**MONTHLY WEEDS ACTIVITIES REPORT cont'd**

ST	Turrallo	Middle Arm	17/12/18	Routine	1
ST	Pejar	Kialla	18/12/18	Routine	1
ST	Pejar	Kialla	18/12/18	Routine	1
ST BB	Pejar	Pejar	18/12/18	Notified	2 1
BB	Crookwell	Binda	28/11/18	Notified	3
ST	Yalbraith	Oberon	29/11/18	Notified	2
ST	Yalbraith	Oberon	29/11/18	Routine	1
ST	Yalbraith	Oberon	29/11/18	Routine	1
ST	Yalbraith	Oberon	29/11/18	Routine	1
ST	Yalbraith	Oberon	29/11/18	Routine	1
ST BB	Yarraman	Tuena	4/12/18	Notified	2 3
ST	Yarraman	Tuena	4/12/18	Notified	2
ALG	Bunton	Dalton	10/12/18	Notified	2
Oxe-Eye	Guinecor	Oberon	10/12/18	Notified	2
CNG	Winduella	Wheeo	12/12/18	Routine	0
ST	Winduella	Wheeo	12/12/18	Routine	1
ST	Crookwell	Kialla	12/12/18	Notified	2
ST	Crookwell	Kialla	12/12/18	Routine	1
ST BB	Turrallo	Middle Arm	17/12/18	Notified	2` 2
ST	Turrallo	Middle Arm	17/12/18	Routine	2
ST	Turrallo	Middle Arm	17/12/18	Routine	1
ST	Pejar	Kialla	18/12/18	Routine	1
ST	Pejar	Kialla	18/12/18	Routine	1
ST BB	Pejar	Pejar	18/12/18	Notified	2 1

Key for Weed Abbreviations*Weed ID Weed Identification**S/T Serrated Tussock**PC Paterson's Curse**EB English Broom**Go Gorse**BB Blackberry**Nth Nodding Thistle**FW Fireweed**CG Coolatai Grass**SJW St John's Wort**CNG Chilean Needle Grass**ALG African Lovegrass***Key for Degree of Infestations***1. Scattered Plants**2. Scattered Plants with Isolated Patches**3. Dense Infestations***Key for Actions of Inspections**

Routine – an inspection where the landowner has either provided adequate information or conducted adequate control work to fulfil their obligations to control weed infestations on their land.

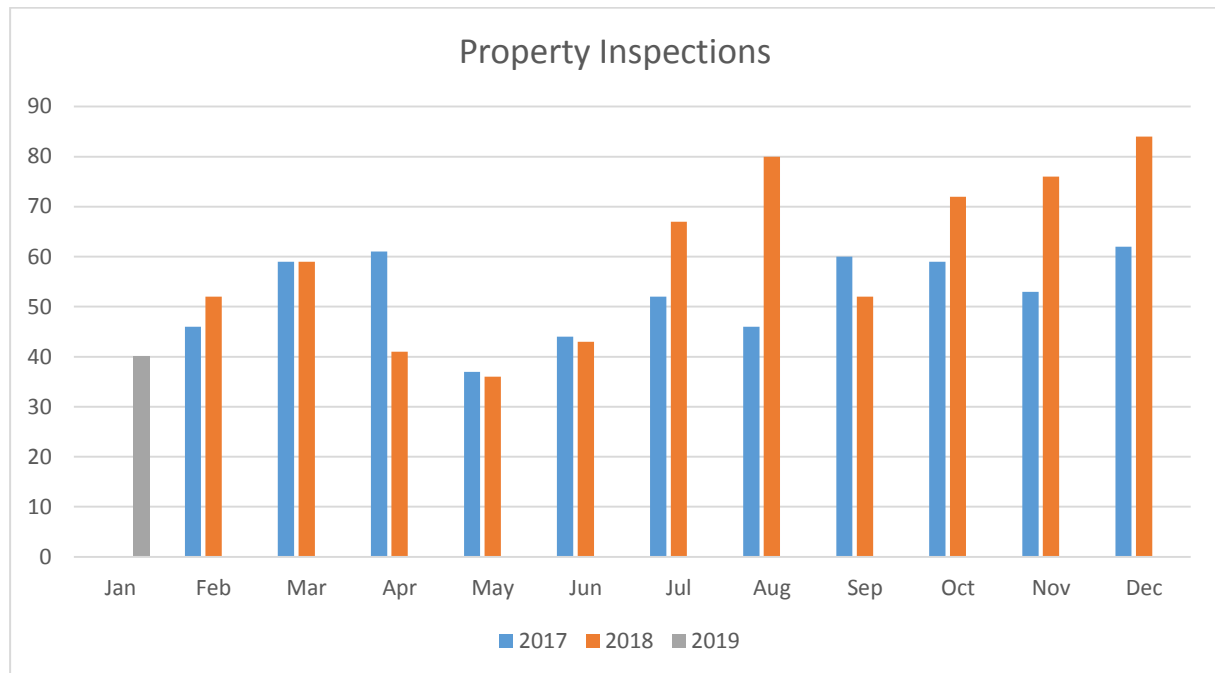
Notified – an inspection where landowners are notified either verbally or by letter that control work is required on specific weed infestations. These inspections generally will require a reinspection.

Information Only

MONTHLY WEEDS ACTIVITIES REPORT cont'd

Reinspection – an inspection that has been conducted to investigate whether adequate control work has been conducted after notification to control weed infestations.

Notice – an inspection where a Weed Control Notice under section 18 of the Act will be served.



POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the report as information.

ATTACHMENTS

Nil

Information Only - 21 February 2019

ITEM 9.3 **Road Maintenance Council Contract (RMCC) - Contractor Performance Report for the period ending 1 October 2018**

FILE REFERENCE I19/44

AUTHOR **Acting Manager of Infrastructure Delivery**

ISSUE

Contractor Performance Report December 2018

RECOMMENDATION That -

1. That Council receives the report and notes the information

BACKGROUND

Upper Lachlan Shire Council (ULSC) has been engaged through the single invitation contract provisions (RMCC) of the NSW Government's Roads and Maritime Services Authority (RMS) since 2008 to maintain Main Road 54 (MR54) from Goulburn (Auburn Street) through to the Abercrombie River (Shire boundary).

REPORT

Council's routine activities under the RMCC include general surveillance, litter and debris collection, emergency and incident response, guardrail maintenance, sign and guidepost repair, vegetation management, and minor pavement and drainage maintenance.

The RMCC Contract value for the 2018-2019 Financial Year is currently \$579, 558 per annum which directly offsets Council's costs for both on ground works and administration.

It is Council's performance under the RMCC which provides the basis for prequalification in major road rehabilitation and refurbishment works along MR54 to include Bitumen Re-Sealing; Drainage/Culvert Re-Construction; Heavy Patching; Vegetation Management and Road Re-Construction.

These subordinate yet major projects generate significant income for the ULSC and contribute to a safer driving environment.

Current Situation

Under the RMCC, ULSC must meet a range of quality, safety, environmental, and value targets which is reported by the RMS on a quarterly basis. The RMS is currently reviewing its contractor performance procedure and has provided ULSC with its most recent quarterly (December 2018) Contractor Performance Report.

Information Only

ROAD MAINTENANCE COUNCIL CONTRACT (RMCC) - CONTRACTOR PERFORMANCE REPORT FOR THE PERIOD ENDING 1 OCTOBER 2018 cont'd

In reviewing the results of the Contractor Performance Report, it is noted there has been sustained improvement across a range of performance indices, and ULSC has been able to continue its overall performance as 'Good' being recommended as being suitable for further work under the RMCC. The Delivery Section is continuing to implement a range of initiatives and strategies to sustain and potentially improve ULSC's performance in this regard.

POLICY IMPACT

Council is looking to implement an Integrated System for Upper Lachlan Shire Council that is tailored to its local needs. This system development will help develop the organisation and brings the organisation in line with the rest of the industry.

The integrated system consist of a Council System Management Plan (CSMP) and associated Project Specific Plans for maintenance and Capital (ordered works).

Additionally, Council is also developing WHS and Environmental System based on ISO14001 and AS4801.

With the development of the Assets Management System based on ISO55000 and Risk Management based on ISO31000, Council is working towards this Integrated System that will provide the organisation and the wider community confidence in our ability to meet the current and future needs.

It is envisaged that this system development work will help meet the requirements of the Roads and Maritime Services, in addition to meeting our organisational needs.

Obviously the system development activities will incur costs that are included in the draft budget. The system will also influence other parts of the organisation in addition to the Infrastructure Area.

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. That Council receives the report and notes the information

ATTACHMENTS

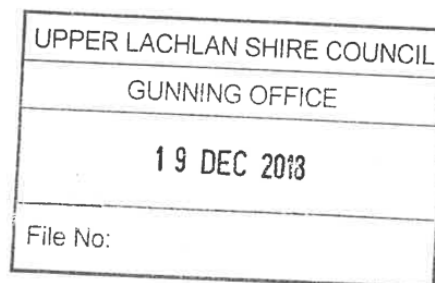
1. 	NSW Government Transport Roads & Maritime Services (RMS) - Contractor Performance Report - Road Maintenance Council Contracts (RMCC) - 08.2574.2120 - October 2018	Attachment
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Transport
Roads & Maritime
Services

14th December 2018

Stephen Lloyd
Roads Maintenance Contracts Coordinator
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581



Dear Stephen,

08.2574.2120 – Upper Lachlan Shire Council RMCC - Contractor Performance Report

Attached is a copy of your Contractor Performance Report for the period ending 2018-10-01.

The Contract Manager or Site Representative will discuss this report with you at your next review meeting.

For more information, please contact Mr Stephen Edwards, Project/Contract Manager on (02) 4221 2426.

Yours sincerely

Richard Heffernan
Senior Project Manager



Transport
Roads & Maritime
Services

ROADS AND MARITIME SERVICES

RMS Form No 517 (amended)

Catalogue No. 45062482

(April 2018)

Contractor Performance Report

Single Invitation Maintenance Contract

General Information

Contractor's Name

Upper Lachlan Shire Council

Trading as

ABN 81 011 241 552

Contract No. 08.2574.2120

Equip Contract No.

Contract Description

Upper Lachlan Shire Council RMCC

At Acceptance of Tender

Original Due date for

Contract Period (weeks) 195

Completion 2012-06-29 00:00:00

Date of Acceptance of Tender 03/10/2008

Original Contract Sum \$ 329,000.00

Reason for Report

Progress

Quarter 1

☐

Quarter 2

☐

Quarter 3

☒

Quarter 4

☐

Key Milestones

Defect Correction Period

☐
After construction
or call back
☐
Continuing unsatisfactory
Performance
☐

Termination of Contract

☐

Contract Sum as

Varied at Report Date \$ 1,661,636.00



Transport
Roads & Maritime
Services

Contractor's Performance

	Unsatisfactory	Marginal	Acceptable	Good	Superior
Collaboration - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Superior					
Community and Stakeholder Engagement - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good					
Contract Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good					
Environmental Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good					
People Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good					
Quality Management Systems - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptable					
Standard of Work - RMCC - Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good					
Subcontractor Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good					
Time Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good					



Transport
Roads & Maritime
Services

Traffic Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good					
Workplace Health and Safety Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good					
Workplace Relations Management - RMCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good					
Performance Score	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Transport
Roads & Maritime
Services

Overall Comments *(Use separate report if necessary)*

Reporting Officer*In my opinion:*

Upper Lachlan takes the RMCC very seriously and continues to provide very good service, well supported by all their staff. Garry Anable's service to the RMCC is well noted.

A handwritten signature in black ink, appearing to read "SE".

Name: Stephen Edwards

Report Date: 04/12/2018

Phone: 0438 458 915

Reviewing Officer:*In my opinion:**Agree with above*

The report has been forwarded to the Contractor **Yes** *(All reports are to be forwarded)*

The unsatisfactory performance aspects have been discussed with

Name: Stephen Lloyd

Discussion Date:

Phone:

Response from Contractor Received and report finalised: No

Name: Richard Heffernan

Review Date:

Phone:



Transport
Roads & Maritime
Services

Approving Officer

In my opinion:

Agree with above

A handwritten signature in black ink, appearing to read "RH PH", with a long horizontal flourish extending to the right.

Name: Richard Heffernan

Report Date: 14/12/2018

Phone: 0411 026 982

Attachments:

Distribution:

1. Contractor's Representative
2. RMS's Representative

Information Only - 21 February 2019

ITEM 9.4 **Investments for the months of December 2018 and January 2019**

FILE REFERENCE I19/4

AUTHOR **Manager of Finance and Administration**

ISSUE

Council Investment Portfolio Register as at 31 December 2018 and 31 January 2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

1. A schedule of the investment portfolio register as at 31 December 2018 for the information of Council; and
2. A schedule of the investment portfolio register and summary of available cash by fund as at 31 January 2019 is provided as information to Council.

REPORT

Investments to 31 December 2018

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$450,000	1.45%	N/A	31-12-18	\$1,118.29
Bank of Qld	TD	\$800,000	2.55%	91	23-01-19	\$5,086.03
Bank of Qld	TD	\$700,000	2.75%	362	17-04-19	\$19,091.78
Bank of Qld	TD	\$1,000,000	2.65%	188	15-05-19	\$13,649.32
Bank of Qld	TD	\$500,000	2.80%	204	03-07-19	\$7,824.66
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$800,000	2.65%	119	30-01-19	\$6,911.78
Bankwest	TD	\$500,000	2.45%	63	06-02-19	\$2,114.38
Bankwest	TD	\$1,000,000	2.75%	196	27-02-19	\$14,767.12
Bankwest	TD	\$1,500,000	2.70%	273	19-06-19	\$30,291.78
Bankwest	TD	\$1,000,000	2.70%	273	14-08-19	\$20,194.52

Information Only**INVESTMENTS FOR THE MONTHS OF DECEMBER 2018 AND JANUARY 2019**

cont'd

Bendigo Bank	TD	\$700,000	2.65%	147	16-01-19	\$7,470.82
Bendigo Bank	TD	\$600,000	2.60%	133	16-01-19	\$5,684.38
Bendigo Bank	TD	\$1,000,000	2.60%	364	13-02-19	\$25,928.77
Bendigo Bank	TD	\$800,000	2.55%	357	13-02-19	\$19,952.88
Bendigo Bank	TD	\$1,200,000	2.75%	371	21-08-19	\$33,542.47
CBA	TD	\$1,000,000	2.71%	308	06-03-19	\$22,867.95
CBA	TD	\$1,000,000	2.68%	364	20-03-19	\$26,726.58
CBA	TD	\$1,000,000	2.71%	363	28-08-19	\$26,951.51
CBA	TD	\$1,000,000	2.65%	364	27-11-19	\$26,427.40
IMB	TD	\$1,000,000	2.60%	154	20-02-19	\$10,969.86
IMB	TD	\$1,000,000	2.60%	91	13-03-19	\$6,482.19
IMB	TD	\$1,300,000	2.75%	231	27-03-19	\$22,625.34
IMB	TD	\$500,000	2.60%	182	10-04-19	\$6,482.19
IMB	TD	\$900,000	2.70%	364	12-06-19	\$24,233.42
NAB	TD	\$1,400,000	2.76%	203	09-01-19	\$21,490.19
NAB	TD	\$1,500,000	2.75%	105	03-04-19	\$11,866.44
NAB	TD	\$1,100,000	2.71%	217	26-06-19	\$17,722.66
NAB	TD	\$700,000	2.75%	362	11-09-19	\$19,091.78
Westpac	TD	\$500,000	2.76%	364	26-04-19	\$13,762.19
		\$28,650,000				\$638,494.43

Investments to 31 January 2019

Investment Institution	Type	Investment Face Value	Interest Rate	Term Days	Maturity Date	Interest Due
CBA	Call	\$450,000	1.45%	N/A	31-01-19	\$554.18
Bank of Qld	TD	\$700,000	2.75%	362	17-04-19	\$19,091.78
Bank of Qld	TD	\$1,000,000	2.65%	188	15-05-19	\$13,649.32
Bank of Qld	TD	\$800,000	2.65%	119	22-05-19	\$6,911.78
Bank of Qld	TD	\$500,000	2.80%	204	03-07-19	\$7,824.66
Bank of Qld	TD	\$1,200,000	3.00%	735	19-08-20	\$72,493.15
Bank of Qld	TD	\$1,000,000	3.15%	1097	25-08-21	\$94,672.60
Bankwest	TD	\$500,000	2.45%	63	06-02-19	\$2,114.38
Bankwest	TD	\$1,000,000	2.75%	196	27-02-19	\$14,767.12

Information Only**INVESTMENTS FOR THE MONTHS OF DECEMBER 2018 AND JANUARY 2019**

cont'd

Bankwest	TD	\$1,500,000	2.70%	273	19-06-19	\$30,291.78
Bankwest	TD	\$1,000,000	2.70%	273	14-08-19	\$20,194.52
Bendigo Bank	TD	\$1,000,000	2.60%	364	13-02-19	\$25,928.77
Bendigo Bank	TD	\$800,000	2.55%	357	13-02-19	\$19,952.88
Bendigo Bank	TD	\$1,000,000	2.55%	98	24-04-19	\$6,846.58
Bendigo Bank	TD	\$1,200,000	2.75%	371	21-08-19	\$33,542.47
CBA	TD	\$1,000,000	2.71%	308	06-03-19	\$22,867.95
CBA	TD	\$1,000,000	2.68%	364	20-03-19	\$26,726.58
CBA	TD	\$1,000,000	2.71%	363	28-08-19	\$26,951.51
CBA	TD	\$1,000,000	2.65%	364	27-11-19	\$26,427.40
IMB	TD	\$1,000,000	2.60%	154	20-02-19	\$10,969.86
IMB	TD	\$1,000,000	2.60%	91	13-03-19	\$6,482.19
IMB	TD	\$1,300,000	2.75%	231	27-03-19	\$22,625.34
IMB	TD	\$500,000	2.60%	182	10-04-19	\$6,482.19
IMB	TD	\$900,000	2.70%	364	12-06-19	\$24,233.42
NAB	TD	\$1,500,000	2.75%	105	03-04-19	\$11,866.44
NAB	TD	\$1,000,000	2.75%	119	08-05-19	\$8,965.75
NAB	TD	\$1,100,000	2.71%	217	26-06-19	\$17,722.66
NAB	TD	\$700,000	2.75%	362	11-09-19	\$19,091.78
Westpac	TD	\$500,000	2.76%	364	26-04-19	\$13,762.18
		\$27,150,000				\$614,011.22

COUNCIL INVESTMENT PERFORMANCE: -**BUDGET COMPARISON TO 31 JANUARY 2019**

Interest on Investments Received YTD	\$451,307
Annual budgeted amount for all funds	\$648,900
Percentage of Interest Received YTD	69.55%
Percentage of Year Elapsed	58.90%

BBSW COMPARISON TO 31 JANUARY 2019

Average market interest rate (90 day BBSW)	2.00%
Average return on all investments	2.68%

The above investments have been made in accordance with Section 625, of the Local Government Act 1993, the Local Government Regulations, the Ministerial Investment Order and the Council's Investment Policy.

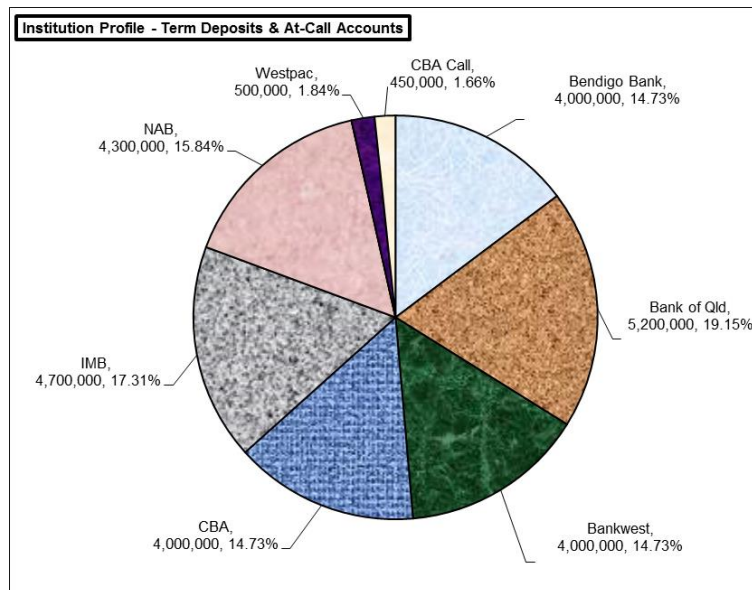
Information Only

INVESTMENTS FOR THE MONTHS OF DECEMBER 2018 AND JANUARY 2019 cont'd

INVESTMENTS FINANCIAL INSTITUTION PROFILE AS AT 31 JANUARY 2019

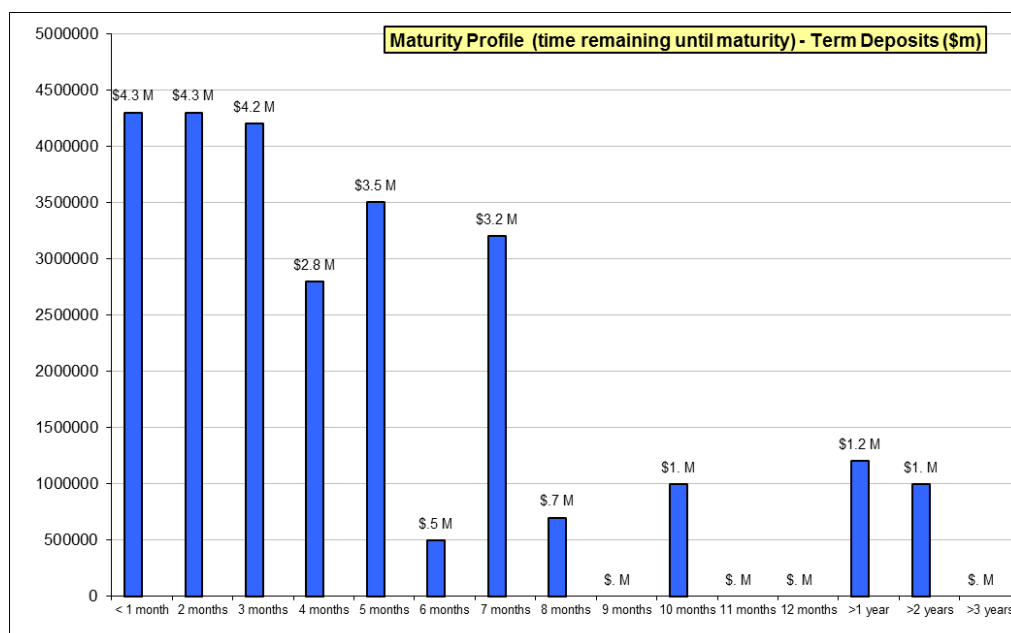
The following chart shows the current distribution of Council's investment portfolio between the authorised financial institutions used. The current distribution of funds between institutions complies with Council's Investment Policy which states:-

"The maximum percentage that may be held in term deposits with any one financial institution is 25% of the portfolio, and the maximum to be held in at-call accounts be no more than 15%."



INVESTMENTS - MATURITY PROFILE AS AT 31 JANUARY 2019

The following chart illustrates the maturity profile of Council's investment portfolio showing the amount of time remaining until current term deposits mature. This demonstrates that Council's investing activities should meet future cash flow requirements.



Information Only

INVESTMENTS FOR THE MONTHS OF DECEMBER 2018 AND JANUARY 2019
cont'd

SUMMARY OF AVAILABLE CASH AT 31 JANUARY 2019

TOTAL INVESTMENTS: - **\$ 27,150,000.00**

INVESTMENTS BY FUND (INCLUDES RESTRICTED AND UNRESTRICTED CASH): -

General Fund Reserves	\$ 17,689,909.41
Water Supply Fund Reserves	\$ 2,725,613.34
Sewerage Fund Reserves	\$ 4,560,316.04
Domestic Waste Management Fund Reserves	\$ 2,168,579.82
Trust Fund Reserves	\$ 5,581.39

POLICY IMPACT

Investments are in accordance with Council's Investment Policy and Strategy.

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 21 February 2019

ITEM 9.5 **Bank Balance and Reconciliation - 31 December 2018 and 31 January 2019**

FILE REFERENCE I19/2

AUTHOR **Director of Finance and Administration**

ISSUE

Statement of Bank Balance and Reconciliation.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Nil

REPORT

<u>STATEMENT OF BANK BALANCE & RECONCILIATION</u>	\$
General Ledger Balance brought forward 30 November 2018	200,070.98
Add: Receipts for December 2018	2,617,818.52
	<u>2,817,899.50</u>
Deduct: Payments for December 2018	2,632,834.14
Balance as at 31 December 2018	<u>185,055.36</u>
Balance as per Bank Statement 31 December 2018	188,870.91
Add: Outstanding Deposits	(289.85)
	<u>188,581.06</u>
Deduct: Unpresented Cheques / EFTs	3,525.70
Balance as at 31 December 2018	<u>185,055.36</u>

<u>STATEMENT OF BANK BALANCE & RECONCILIATION</u>	\$
General Ledger Balance brought forward 31 December 2018	185,055.36
Add: Receipts for January 2019	2,709,386.73
	<u>2,894,442.09</u>
Deduct: Payments for January 2019	1,811,160.98
Balance as at 31 January 2019	<u>1,083,281.11</u>
Balance as per Bank Statement 31 January 2019	1,419,231.77
Add: Outstanding Deposits	2,953.03
	<u>1,422,184.80</u>
Deduct: Unpresented Cheques / EFTs	338,903.69
Balance as at 31 January 2019	<u>1,083,281.11</u>

Information Only

BANK BALANCE AND RECONCILIATION - 31 DECEMBER 2018 AND 31 JANUARY 2019 cont'd

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

Information Only - 21 February 2019

ITEM 9.6 **Rates and Charges Outstanding for the months of December 2018 and January 2019**

FILE REFERENCE I19/3

AUTHOR **Director of Finance and Administration**

ISSUE

Rates and Charges Outstanding Report 2018/2019.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Summary report of Rates and Charges outstanding at month end of December 2018 and January 2019 is detailed.

REPORT

There are attached reports titled "Rate Collection Year 2019" for the 2018/2019 financial year. A comparison of the rates and charges outstanding percentage to previous financial years is highlighted in the below table:-

31 January 2019

Description	31/01/2019	31/01/2018	31/01/2017
Total % Rates and Charges Outstanding	37.37%	39.09%	38.53%
Total \$ Amount Rates and Charges Outstanding	\$4,303,973	\$4,416,174	\$4,187,349

31 December 2018

Description	31/12/2018	31/12/2017	31/12/2016
Total % Rates and Charges Outstanding	40.35%	41.02%	40.87%
Total \$ Amount Rates and Charges Outstanding	\$4,646,656	\$4,719,740	\$4,441,345

Information Only

**RATES AND CHARGES OUTSTANDING FOR THE MONTHS OF DECEMBER 2018
AND JANUARY 2019 cont'd**

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

1. ↓	Rate Collection Year - January 2019	Attachment
2. ↓	Rate Collection by Category - January 2019	Attachment
3. ↓	Rate Collection Year - December 2018	Attachment
4. ↓	Rate Collection by Category - December 2018	Attachment

Rate Collection 2019 Year

Rating Categories	Levy Raised to date	Rates Received to 1 February 2019	Rates Outstanding to 1 February 2019	% Rates Outstanding 1 February 2019
Farmland	4,928,709.82	3,045,884.93	1,882,824.89	38.20%
Residential	1,220,838.86	737,189.09	483,649.77	39.62%
Rural Residential	670,781.04	432,218.35	238,562.69	35.56%
Business	280,534.57	211,581.39	68,953.18	24.58%
Mining	1,893.00	1,893.00	-	0.00%
Water	872,874.00	538,480.79	334,393.21	38.31%
Sewerage	1,404,519.55	861,080.84	543,438.71	38.69%
Domestic & Comm Waste	1,139,431.12	700,226.25	439,204.87	38.55%
Rural Waste	618,004.90	393,478.87	224,526.03	36.33%
Storm Water	46,536.73	27,763.51	18,773.22	40.34%
**Arrears	333,221.86	263,575.29	69,646.57	20.90%
Overall Total Rates	11,517,345.45	7,213,372.31	4,303,973.14	37.37%

Prepared by MUOMONTDate 4/2/18Authorised by Andrew G. GohDate 4/2/2018

I:\2018-2019\Rates\Recs\%outst_January 31-2019

ARREARS OF RATES BY CATEGORY**1 February 2019**

Category	Amount Outstanding		% of rates outstanding
Farmland	\$13,560.30		19%
Residential	\$768.49		1%
Residential Non Urban	\$2,526.50		4%
Business	\$482.34		1%
Mining	-\$1,640.27		-2%
Water	\$9,604.51		14%
Sewerage	\$21,356.05		31%
Domestic & Commercial Waste	\$13,501.36		19%
Storm Water	\$563.93		1%
Rural Waste	\$8,923.36		13%
Total Amount of Arrears	\$69,646.57		100%

Prepared by McLennanDate 4/2/18Authorised by Andrew S. GokeDate 4/2/2018

I:\2018-2019\Rates\Recs\Arrears of rates by category January 31 - 2019

Rate Collection 2019 Year

Rating Categories	Levy Raised to date	Rates Received to 1 January 2019	Rates Outstanding to 1 January 2019	% Rates Outstanding 1 January 2019
Farmland	4,929,038.85	2,903,415.96	2,025,622.89	41.10%
Residential	1,220,838.86	700,840.60	519,998.26	42.59%
Rural Residential	670,781.04	414,683.88	256,097.16	38.18%
Business	280,278.33	208,513.23	71,765.10	25.60%
Mining	1,893.00	1,893.00	-	0.00%
Water	872,874.00	513,644.20	359,229.80	41.15%
Sewerage	1,404,519.55	819,421.75	585,097.80	41.66%
Domestic & Comm Waste	1,139,431.12	668,312.44	471,118.68	41.35%
Rural Waste	617,889.54	375,769.17	242,120.37	39.19%
Storm Water	46,536.73	26,327.09	20,209.64	43.43%
**Arrears	333,221.86	237,825.33	95,396.53	28.63%
Overall Total Rates	11,517,302.88	6,870,646.65	4,646,656.23	40.35%

Prepared by MUENOMMS
 Authorised by B. J. W.

Date 4/1/19
 Date 4/1/19

I:\2018-2019\Rates\Recs\%outst_December 31-2018

ARREARS OF RATES BY CATEGORY**1 January 2019**

Category	Amount Outstanding		% of rates outstanding
Farmland	\$23,085.25		24%
Residential	\$7,315.32		8%
Residential Non Urban	\$5,163.95		5%
Business	\$959.73		1%
Mining	-\$1,640.27		-2%
Water	\$10,870.67		11%
Sewerage	\$23,294.24		24%
Domestic & Commercial Waste	\$14,997.25		16%
Storm Water	\$637.42		1%
Rural Waste	\$10,712.97		11%
Total Amount of Arrears	\$95,396.53		100%

Prepared by M ClementsDate 4/1/19Authorised by BJADate 4/1/19

I:\2018-2019\Rates\Recs\Arrears of rates by category December 31 -2018

Information Only - 21 February 2019

ITEM 9.7 **Library Services 2nd Quarter Report 2018/2019**

FILE REFERENCE I19/9

AUTHOR **Library Manager**

ISSUE

A summary of the activities in the Upper Lachlan Shire Council libraries for the 2nd Quarter 2018/2019.

RECOMMENDATION That -

1. Council receive and note the library services report as information.

BACKGROUND

Nil

REPORT

LIBRARY USAGE:

	Crookwell	Gunning
Loans*	6,408	2,104
New Members	26	18
Internet Sessions	993	785
Visitors	6,813	3,071
Hours open per week	31.5	19

*Quarterly loans do not include e-book, e-audio or e-magazines which are calculated annually.

OVERVIEW:

The libraries experienced a busy quarter with consistent usage across all areas. Crookwell Library staff continued to be busy this quarter with updating records onto AMLIB for the new books received from the library supplier ALS, who have been replacing some of the items damaged in last year's storm. There are only two and a half bays of books remaining to be processed.

Highlights during the quarter were a number of promotional events held in the libraries attracting a number of attendees who also used the library services. These events included Pam Kensit's book talk; bee and garden talk; a scrunch art craft activity; and a Christmas cracker making workshop at the Crookwell Library. Whilst at the Gunning Library events included a violence against women talk; bee and garden talk; waterbugs school holiday workshop; a scrunch art craft activity; and a Christmas cracker making workshop. The regular activities of scrabble, knitting, Storytime, Giggle and Wiggle and Lego Club continue to be well attended.

EVENTS AND PROMOTION:

Both the Crookwell and Gunning Libraries:

- Promotional articles and promotion were published, as time allowed, in the Crookwell Gazette, the Gunning Lions Newsletter, Goulburn's 2GN, Goulburn Post, Crookwell Library Facebook page, Council Website, Council's Facebook page, the Voice, Gunning Library Activities' regular column in the Gunning Lions Newsletter, and regular information on Council's Information page in the Crookwell Gazette.
- During the quarter, displays showcasing a selection of fiction and non-fiction items from the libraries were displayed in prominent areas of the library. These items provided an interesting variety of items for loan with a different theme and show the breadth of items in the collections. The Crookwell Library displayed items on the theme of Lego; cracking good reads (new items from ALS); gardens and farming (new items from ALS); other people's lives (new items from ALS); Mary Gilmore; steampunk; animal adventures; gardening ideas; craft books (new items from ALS); Rome; Armistice Day; spring into the garden; Christmas; and summer reading club theme of Curious Creatures. Gunning Library displayed items on gardening; purple; more than just war; performance arts; country life; adult colouring; Melbourne Cup and horses; Armistice Day; more yarn bomb; journeys; Christmas kids; and summer reading club theme of Curious Creatures.

Gunning:

- This quarter twenty people attended the knitting circle across three sessions. The Gunning Library Knitting group held two knitting sessions this month, with eight people attending across the two sessions.
- The Friends of Gunning Library had their AGM in October, with eleven people attending.
- The Friends of Gunning Library held a book sale at the Gunning Lions Markets in October.
- Gunning Library held a "What Men Can Do to Stop Violence against Women" talk by Daniel Strickland, White Ribbon Ambassador in November. Eleven people attended this talk.
- Gunning Library held a bee and garden talk in November. The guest speaker was Brian Faulkner from the Goulburn District Bee Keeper's Club. The talk was well received with twenty-one people attending.
- Gunning Library held a display by the Gunning and District Historical society on objects from the war.

Crookwell:

- This quarter thirty people attended the monthly scrabble afternoons across three sessions. The Crookwell Library Friends continue to run the session and sponsor afternoon tea.

- Crookwell Essential Services visited the Crookwell Library eleven times this quarter. In total fifty-six people came to the library with this group across the sessions.
- The Crookwell Friends of the Library went on a bus trip to the Handmade Markets in Canberra in October. Eighteen people attended this trip.
- Fifteen people attended a Melbourne Cup afternoon tea at Crookwell Library in November.
- Crookwell Library held a war talk on Pam Kensit's second edition of her latest book in November. Thirty-one people attended this talk. The Crookwell Friends of the Library sponsored the afternoon tea. The Crookwell Friends of the Library purchased a copy of the book for the library's collection.
- A TAFE student completed two exams in the Crookwell Library.
- Crookwell Library held a bee and garden talk in December. Thirty-five people attended the talk.
- The Crookwell and District Archives and Historical Society held their Christmas afternoon tea in the Crookwell Library in December. Seventeen people attended the afternoon tea in the library.

CHILDREN AND YOUNG PEOPLE:

Gunning:

- Fortnightly Storytime continues to be popular, with the Gunning Early Child Centre joining the Storytime sessions. In this quarter there were a total of seventy-three children who attended Storytime.
- In total seventy-one children attended sessions of Giggle and Wiggle at the Gunning Library.
- Gunning and District Before and After School Care – OOSH continue to use the computers after school when computers are available. In this quarter fifteen came with this group.
- The Gunning Library held a Waterbugs school holiday workshop in October. This is a joint workshop with Gunning District Landcare. Seventeen people participated in this activity.
- The Gunning Library held a scrunch art craft activity each day of the October school holidays. Twenty children participated at the Gunning Library.
- Gunning Library held a make your own Christmas cracker in December. Twenty-four people attended this activity.

Crookwell:

- Fortnightly Storytime continues to be popular, with Crookwell SDN joining the Storytime sessions when they can. In this quarter there were a total of one hundred and seventy-three children who attended Storytime.
- Crookwell after School Care utilised the computers, read books and played board games in the Crookwell Library after school. In this quarter fourteen people came with this group across three visits.
- Crookwell Library continued the popular Lego Club this quarter, operating after school during the school term. One hundred and two children participated in the Lego club this quarter.
- The Crookwell Preschool (child care centre) visited the library for a story and craft activity in November. Sixteen people came with this group.
- The Crookwell Library held a scrunch art craft activity each day of the October school holidays. Thirty-five children participated at the Crookwell Library.
- Ceramics made by local school children from around the district made at a ceramics workshop at Laggan Public School were on display at the Crookwell Library.
- Crookwell Library held a make your own Christmas cracker in December. Five people attended this activity.

COLLECTIONS, RESOURCES AND FACILITIES:

Collections

- More books from ALS were received in October and November. Library staff continue to work through double checking the catalogue records and adding the cost of each book and barcode into each record. At the end of December there were only two and a half bays of books to process ready for borrowing by our library members.
- Crookwell Library staff weeded the adult fiction, bird, children's and audiobook collections this quarter.
- Gunning Library staff weeded the large print and biography collections this quarter.
- A volunteer at Gunning Library interfiled the Western collection with the rest of the Large Print, so that the Biography collection could move opposite the Large Print collection.
- The Crookwell Gazette is now being delivered to the Gunning Library.
- The Fines Feast started on 26 November and concluded on 17 December. Members donated one non-perishable food item to remove up to \$5 of fines. Items donated were sent onto local community groups to distribute to people in need in our LGA in time for Christmas.
- The annual member and overdue items purge from AMLIB was completed this quarter.
- Two sets of book club books (box of ten books with the same title) were received from another public library that were giving them away. These books will be added to the pool of kits available to the book club groups across our libraries

and Goulburn Library. The postage for the box of books was paid for by the Crookwell Friends of the Library.

Resources

- This quarter, volunteers completed seventy-three and a half hours of work in the Crookwell Library and thirty-two hours at the Gunning Library. Volunteers helped this quarter at Crookwell Library with book displays, picking items from the daily reserve list and shelving. At Gunning Library volunteers assisted with shelving, school holiday activities and Storytime.
- Library staff attended the quarterly staff meeting in December at the Crookwell Library.
- Goulburn Mulwaree Library signed a contract with Civica for acquiring the new library management system (LMS) called Spydus. Spydus will replace the current LMS AMLIB late in 2019.
- In this quarter the Library Manager:
 - Completed the NSW State Library Annual Statistical Return in November.
 - Completed the NSW State Library annual return of Library operations forms and statement of activities in November.
 - Completed a contribution for the November edition of the Voice.
 - Completed a contribution for the South East Zone Libraries Annual Report.
 - Attended the South East Zone Library Managers meeting at Queanbeyan in October.
 - Conducted a library tour and overview of what a public library is to a lady and her niece. The niece had never been in a public library and the aunty wanted her to know about how wonderful a public library is.
 - Completed a Science Week grant application for activities to be held during Science Week in August 2019.
 - Attended the Crookwell Memorial Hall Committee meeting and Christmas party in November in the Crookwell Library.

Facilities

- Our Libraries computers and Wi-Fi facilities continue to be well used by patrons and people passing through.
- The new office PCs and public PCs were installed at Crookwell and Gunning Libraries during this quarter.
- A stocktake of the IT equipment in the drawers at the Gunning Library was completed this quarter. Items that were out dated and worn were disposed of.

Information Only

LIBRARY SERVICES 2ND QUARTER REPORT 2018/2019 cont'd

- Goulburn Mulwaree Library fixed the IT connection line, screen and wand in October at Gunning Library.
- Goulburn Mulwaree Library fixed the screen at Crookwell Library also in October.
- A new laminator was purchased for the Gunning Library.
- The first aid supplier refreshed the Gunning Library First Aid Kit and added a sign to the door where it is kept.
- The fire extinguishers were serviced at Crookwell and Gunning Libraries during this quarter.
- The hardware was upgraded at Goulburn Mulwaree Council this month, affecting the response time on AMLIB. Goulburn Mulwaree Council has escalated the issue to Telstra.
- A new nappy bin was installed at the Crookwell Library.
- The drainage issue at kerb outside the Gunning Library was fixed.
- The Crookwell Library's returns chute was again fixed in the quarter.
- A window in the Gunning Library children's area was cracked earlier in the quarter due to high winds as part of a storm. The window has been inspected and does not need to be replaced at this stage.
- The signage outside Gunning Library was updated during the quarter.
- The automatic door was serviced at Crookwell Library during the quarter.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the library services report as information.

ATTACHMENTS

Nil

Information Only - 21 February 2019

ITEM 9.8 **WHS Committee Minutes**

FILE REFERENCE I19/66

AUTHOR **General Manager**

ISSUE

Minutes from the February 2019 meeting of the WHS Committee.

RECOMMENDATION That -

1. Council receives and notes the WHS Committee Meeting Minutes as information.

BACKGROUND

The minutes from the WHS Committee meeting that was held on 4 February 2019 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

REPORT

Attached for Councillors information are the Minutes from the WHS Committee meeting that was held on 4 February 2019.

POLICY IMPACT

Nil

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receives and notes the WHS Committee Meeting Minutes as information.

ATTACHMENTS

1. 	Work Health and Safety Committee - 2019-02-04 - Minutes - Attachments	Attachment
--	---	------------

PRESENT: Mr M Wilson (Chairperson), Mr P Cramp (Deputy Chair), Mrs S Hassett, Mr S Roberts, Mr B Churchill, Mr J Bell (General Manager), Mr K Kara, Mr M Shah (Director of Works and Operations), Ms E McGeechan and Mr J Croke.

Non-Voting: Ms S Pearman (Executive Assistant - Relief) and Miss E Walda (Administration Officer).

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 9.35AM.

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

Apologies were received from Mr S Poidevin, Mr S Bill and Mrs K Anderson.

RESOLVED by Mr J Bell and Mr P Cramp that the apologies be received and a leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Ms McGeechan and Mr Cramp

That the minutes of the Work Health and Safety Committee Meeting held on 3 December 2018 be adopted.

- CARRIED

SECTION 4: REPORTS

ITEM 4.1 **FIRST AID PROCEDURE REVIEW**

RESOLVED by Mr Bell and Mr Roberts

1. The WHS committee refer the reviewed First Aid procedure to MANEX for adoption.

- CARRIED

ITEM 4.2**WHS COMMITTEE MEETING ACTION LIST**

RESOLVED by Mr Shah and Mr Cramp

1. The Committee receive and note the report as information.
2. The Committee congratulate the WHS Coordinator, Supervisor of Building Maintenance and Building Maintenance Officer for their work in completing the Councils response to the Asbestos Management Plan and Register.

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 10.40AM

Minutes confirmed 1 APRIL 2019

.....
Chairperson

Information Only - 21 February 2019

ITEM 9.9 Consultative Committee Meeting Minutes

FILE REFERENCE I19/67

AUTHOR **General Manager**

ISSUE

Minutes from the February 2019 meeting of the Consultative Committee.

RECOMMENDATION That –

1. Council receives and notes the Consultative Committee Meeting Minutes as information.

BACKGROUND

The minutes from the Consultative Committee meeting that was held on 6 February 2019 are attached including any recommendations that have been put forward by the Committee, to Council, for adoption.

REPORT

Attached for Councillors information are the Minutes from the Consultative Committee meeting that was held on 6 February 2019.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil


RECOMMENDATION That –

1. Council receives and notes the Consultative Committee Meeting Minutes as information.

ATTACHMENTS

Information Only

CONSULTATIVE COMMITTEE MEETING MINUTES cont'd

1. 	Consultative Committee - 2019-02-06 - Minutes - Attachments	Attachment
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PRESENT: Mr D Scott (Chairperson), Mr J Bell (General Manager), Mrs T Dodson (Director of Environment & Planning), Mr B Johnston (Manager of Finance and Administration), Mr M Shah (Director of Works and Operations) Mr K Kara, Mr R Stephenson, Mr B Smithers, Mr M Wilson, Mr C Wray and Ms S Pearman.

NON-VOTING: Miss E Walda (Administration Officer)

THE CHAIRPERSON DECLARED THE MEETING OPEN AT 11.00AM

SECTION 1: APOLOGIES & LEAVE OF ABSENCE

An apology was received from Mr R Stephenson.

RESOLVED by Mr Bell and Ms Pearman that the apology be received and leave of absence granted.

- CARRIED

SECTION 2: DECLARATIONS OF INTEREST

Nil

SECTION 3: CONFIRMATION OF MINUTES

ITEM 3.1 **RESOLVED** by Mrs Dodson and Mr Wilson

That the minutes of the Consultative Committee Meeting held on 3 December 2018 be adopted.

- CARRIED

SECTION 4: REPORTS**ITEM 4.1 HUMAN RESOURCES COORDINATORS REPORT**

RESOLVED by Mr Wilson and Mr Wray

1. That the Human Resources activity report information is received and noted.
2. That the Consultative Committee recommends to Manex the recruitment of permanent part time staff to man the landfill and transfer stations, as required.

- CARRIED

ITEM 4.2 UPDATE ON THE REPORTING LINES - REALIGNMENT OF FORMER WORKS AND OPERATION

RESOLVED by Mr Johnston and Mr Smithers

1. The Consultative Committee notes the attached report as consultation with the staff Consultative Committee

- CARRIED

SECTION 5: ITEMS FOR DISCUSSION

Nil

THE MEETING CLOSED AT 12.00PM

Minutes confirmed 1 APRIL 2019

.....
Chairperson

Information Only - 21 February 2019

ITEM 9.10 Action Summary - Council Decisions

FILE REFERENCE I19/53

AUTHOR General Manager

ISSUE

Details are provided of action taken with respect to Council decisions.

RECOMMENDATION That -

1. Council receive and note the report as information.

BACKGROUND

Details are provided of action taken with respect to Council decisions.

REPORT

Summary sheet from the:-

Council Meeting: 16 August 2018

230/18	Council does not implement webcasting of Council Meetings until the Office of Local Government determines that webcasting of Council Meetings is mandatory, but Council approves the purchase and installation of audio recording equipment.	DFA	New Code of Meeting Procedure has mandated webcasting. Staff will ensure webcasting and audio recording will be implemented prior to December 2019 deadline.
243/18	Council in compliance with the recommendation of the Southern Tablelands Regional Economic Development Strategy 2018-2022 and Council's Resolution 22/18 further explore the economic feasibility of and seeks funding support for Crookwell's and Gunning's connection to natural gas.	EDO/GO	As required when suitable grants or funding is made available.

Information Only**ACTION SUMMARY - COUNCIL DECISIONS cont'd****Council Meeting: 20 September 2018**

281/18	Council make a suitable funding application to install appropriate lighting for the skate park in Gunning.	GO	Funding application to be made when an appropriate grant is available and the project has been accurately scoped.
--------	--	----	---

Council Meeting: 18 October 2018

299/18	Council staff investigates the potential of an area of land west of the Heritage Rail site and north of the Men's Shed within the John Holland railway corridor as an RV Friendly Town overnight parking site and prepare a further report to Council.	DFA	Surveying of land has commenced.
--------	--	-----	----------------------------------

Council Meeting: 20 December 2018

351/18	Council forwards correspondence to the Mining and Energy Related Councils NSW, accepting the offer to join the association from 1 July 2019, with an annual payment of \$7,630.00.	GM	Correspondence forwarded on 21 December 2018.
356/18	Council adopts the Draft Asbestos Management Plan.	EA	Placed in Policy Register and on the Website on 4 January 2019.
357/18	Council support the Planning Proposal and draft amendments to Upper Lachlan Local Environmental Plan 2010 to rezone Lot 2 DP 1160080 Kialla Road Crookwell from SP2 Infrastructure (Health Services Facility) to E3 Environmental Management.	DEP	Correspondence forwarded to the NSW Department of Planning and Environment on 18 January 2019.

Information Only**ACTION SUMMARY - COUNCIL DECISIONS** cont'd

359/18	Council sign the Memorandum of Understanding between Upper Lachlan Shire Council and Gunning and District Historical Society and return a copy of the signed Memorandum of Understanding including a site map to the Gunning and District Historical Society.	GM	Correspondence forwarded on 21 December 2018.
361/18	Council endorse the proposed road names as nominated by the developer, namely, "Green Avenue" and "Ambar Lane".	DOI	Correspondence forwarded on 21 December 2018.
365/18	Works Depot - Part 4 of Resolution No 270/18 and Resolution No 305/18 be subject of a further report to Council to the 21 February 2019 Council Meeting.	DOI	Report to be provided to 21 February 2019 Council Meeting.
368/18	Council adopts the Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement and authorises the General Manager to sign and seal the Collector Wind Farm Community Enhancement Fund Voluntary Planning Agreement on behalf of Council.	GM	Correspondence forwarded on 21 December 2018.
369/18	Council adopts the reviewed Phased Retirement Policy.	EA	Placed in Policy Register and on the Website on 4 January 2019.
372/18	Council sign the acceptance form/Memorandum of Understanding for the Sustainable Councils and Community Program.	GM	Correspondence forwarded on 2 January 2019.
373/18	Council accepts the revised co-contribution model arrangements of the NSW Government Department of Justice and authorise the General Manager to sign the agreement with the NSW Government.	GM	Correspondence forwarded on 21 December 2018.

Information Only**ACTION SUMMARY - COUNCIL DECISIONS** cont'd

374/18	Council dissolve the Pye Cottage Precinct s355 Committee and that Council assumes direct management of the site and buildings.	GM	Correspondence forwarded 9 January 2019.
379/18	Abercrombie River Bridge Replacement - Council receives a further report with confirmed cost during the February Council Meeting.	DOI	Report to be provided to 21 February 2019 Council Meeting.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council receive and note the report as information.

ATTACHMENTS

Nil

10 ENVIRONMENT AND PLANNING

The following items are submitted for consideration -

- | | | |
|------|--|-----|
| 10.1 | Development Application 120/2018 - Use of land for the purpose of an airstrip - Lot 2 DP 1110114 - 69 Berrabangalo Lane, Lade Vale | 130 |
| 10.2 | All Saints' Anglican Church, Collector - Request for Waiver of Council Development Fees | 164 |

Environment and Planning - 21 February 2019

ITEM	Development Application 120/2018 - Use of land for the purpose of an airstrip - Lot 2 DP 1110114 - 69 Berrabangalo Lane, Lade Vale
FILE	I19/76
ZONING	RU2 Rural Landscape – Upper Lachlan Local Environmental Plan 2010
DATE OF LODGEMENT	12 October 2018
APPLICANT	Gerry Goodwin
OWNERS	Gerry Goodwin
ESTIMATED VALUE	\$100.00
AUTHOR	Development Control Officer

SUMMARY REPORT

This matter is reported to Council because notification of the subject application attracted four submissions from the public.

Development application 120/2018 proposes the use of land for the purpose of an airstrip. A copy of the proposed development drawings is attached as Attachment 1.

The application has been considered with regard to the relevant provisions of applicable environmental planning instruments, development control plans and Council policies, including Upper Lachlan Local Environmental Plan 2010 and Upper Lachlan Development Control Plan 2010. The attached section 4.15 assessment report (Attachment 3) details the application's assessment.

The application was notified to neighbouring land owners with a submissions period from 14 November to 28 November 2018. No submissions were received from neighbouring properties but attracted four submissions from surrounding land owners. The submissions raised concerns regarding:

- Noise
- Dust
- Operation hours

Environment and Planning

DEVELOPMENT APPLICATION 120/2018 - USE OF LAND FOR THE PURPOSE OF AN AIRSTRIP - LOT 2 DP 1110114 - 69 BERRABANGALO LANE, LADE VALE
cont'd

- Context and Setting
- Land Sensitivity, Flora and Fauna
- Fuel Storage
- Access
- Aboriginal artefacts
- Social and Economic impacts
- Biosecurity
- Bushfire
- Erosion and Sediment Controls
- Non-compliant with CASA requirements
- Neighbouring Properties
- Other issues raised that are not relevant

The matters raised by submissions are identified and addressed in the attached Section 4.15 assessment report.

POLICY IMPACT

Nil

FINANCIAL IMPACT

Nil

RECOMMENDATION

It is recommended that:

Council determine the application by granting consent subject to the following conditions:

SCHEDULE OF CONDITIONS

PART 1 - GENERAL CONDITIONS

The following conditions have been applied to ensure that the use of the land and /or the building is carried out in such a manner that it is consistent with the aims and objectives of the planning instrument affecting the land.

For the purpose of these conditions, the term 'applicant' means any person who has the authority to act on the development consent.

Environment and Planning**DEVELOPMENT APPLICATION 120/2018 - USE OF LAND FOR THE PURPOSE OF AN AIRSTRIP - LOT 2 DP 1110114 - 69 BERRABANGALO LANE, LADE VALE**
cont'd







- (1) Except where otherwise required or permitted by conditions of development consent, the development shall be carried out generally in accordance with the information submitted in support of the development application and the following stamped approved development drawings, including any notations or amendments marked by Council in red.

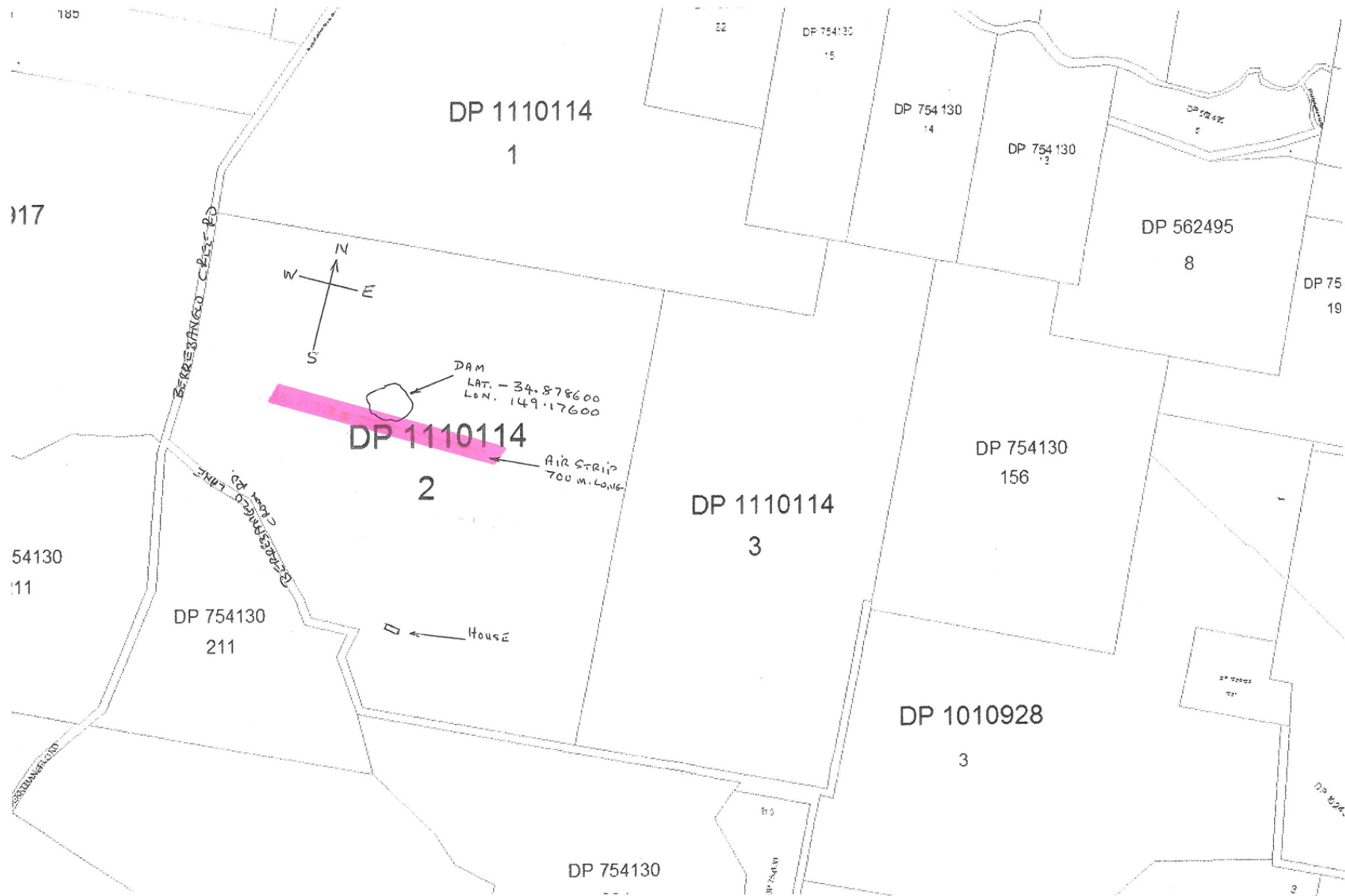
	<i>Document reference</i>	<i>Document Dated</i>	<i>Prepared by</i>
Site Plan	-	-	Applicant
Statement of Environmental Effects	-	-	Applicant

The development is to be conducted in a manner to ensure that the environment of the surrounding locality is not adversely affected, disturbed or disrupted. Disturbing or disruption of the surround environment includes dust emissions, excessive noise or the like.

- (3) The airstrip shall be in accordance with the Civil Aviation Authority's Guidelines for Aeroplane Landing Areas 92-1(1).
- (4) The airstrip shall be used for private use only. No commercial activities are to be undertaken unless the prior consent of Council has been obtained.
- (5) The development shall be operated only during daylight hours over a period of 5 days per week.

ATTACHMENTS

1. 	DA 120/2018 - Plans	Attachment
2. 	DA 120/2018 - Council Report	Attachment
3. 	DA 120/2018 - 4.15 Evaluation	Attachment
4. 	DA 120/2018 - Submissions	Attachment
5. 	DA 120/2018 - Response to Submissions	Attachment
6. 	Civil Aviation Authority - Guidelines for aeroplane landing areas	Attachment



Environment and Planning – 21 February 2019

Ordinary Meeting of Council held on 21 February 2019

Page

ITEM Development application 120/2018 – Use of land for the purpose of an airstrip, Lot 2 DP 1110114, 69 Berrabangalo Lane, Lade Vale

FILE XXXX

ZONING RU2 Rural Landscape under Upper Lachlan Local Environmental Plan 2010

DATE OF LODGEMENT 12 October 2018

APPLICANT Gerry Goodwin

OWNERS Gerry Goodwin

ESTIMATED VALUE \$100.00

AUTHOR Karinne Granger – Development Control Officer

SUMMARY REPORT

This matter is reported to Council because notification of the subject application attracted four submissions from the public.

Development application 120/2018 proposes the use of land for the purpose of an airstrip. A copy of the proposed development drawings is attached as Attachment 1.

The application has been considered with regard to the relevant provisions of applicable environmental planning instruments, development control plans and Council policies, including Upper Lachlan Local Environmental Plan 2010 and Upper Lachlan Development Control Plan 2010. The attached section 4.15 assessment report (Attachment 2) details the application's assessment.

The application was notified to neighbouring land owners with a submissions period from 14 November to 28 November 2018. No submissions were received from neighbouring properties but attracted four submissions from surrounding land owners. The submissions raised concerns regarding:

- Noise
- Dust
- Operation hours
- Context and Setting
- Land Sensitivity, Flora and Fauna
- Fuel Storage
- Access
- Aboriginal artefacts
- Social and Economic impacts
- Biosecurity

Environment and Planning

**DEVELOPMENT APPLICATION 120/2018 - Use of land for the purpose of an airstrip, Lot 2 DP 1110114, 69 Berrabangalo Lane, Lade Vale cont'd
Ordinary Meeting of Council held on 21 February 2019**

- Bushfire
- Erosion and Sediment Controls
- Non-compliant with CASA requirements
- Neighbouring Properties
- Other issues raised that are not relevant

The matters raised by submissions are identified and addressed in the attached section 4.15 assessment report.

POLICY IMPACT

Nil.

FINANCIAL IMPACT

Nil.

RECOMMENDATION

It is recommended that:

Council determine the application by granting consent, subject to the conditions listed in Attachment 3.

ATTACHMENTS

1. [DA 99/2018 - Development drawings Attachment](#)
2. [DA 99/2018 - Section 4.15 assessment report Attachment](#)
3. [DA 99/2018 – Submissions received](#)
4. [DA 99/2018 – Applicant's response to submissions](#)
5. [DA 99/2018 - recommended consent conditions Attachment](#)

EPA ACT 1979 – Section 4.15 Evaluation

DA: 120/2018	Proposal: Airstrip
Lot/Sec/DP: Lot: 2 DP: 1110114	Property; 69 Berrabangalo Lane LADE VALE
Site Inspection Date: 14 January 2019	Assessing Officer: Mrs Karinne Granger

Site and locality description:

The site is located on Berrabangalo Lane and is approximately 107Ha. The site is identified in the following aerial map from Council's GIS Mapping System. There is an existing dwelling on the property and the surrounding land uses include residential dwellings and agriculture.

**Proposed Development:**

The proposed development is for the use of land for the purpose on an airstrip. Under the Upper Lachlan Local Environmental Plan 2010, an airstrip is permissible with consent within the RU2 Rural Landscape zone. The applicant advised that, on entering and exiting the property airstrip, the aircraft can achieve 500 feet in the air within the property boundary.

Site Inspection:

I attended the site on Monday 14 January 2019, and met with Mr Gerry Goodwin. The below pictures detail the location of Gerry's existing residence (which is approximately 100m from proposed airstrip) and the proposed airstrip. It is proposed to be rolled once every 2 years.



Referral Required:

	N/A	Date Sent	Date Received
Internal			
Access (Councils Works Department)	✓		
W & S (Councils Works Department)	✓		
H & B (Council's Health and Building)	✓		
Heritage (Heritage advisor)	✓		
External			
SCA (Sydney Catchment Authority)	✓		
RTA (Roads and Traffic Authority)	✓		
RFS (Rural Fire Services)	✓		
DECCW (Dpt Env. Climate Change & Water)	✓		
CASA (Civil Aviation Safety Authority)		10/10/2018	Email received 10/10/2018

Notification to Adjoining Property

In accordance with clause 3.14.3 of the Upper Lachlan Development Control Plan 2010, the application was not required to be neighbour notified but was notified to adjoining land owners with a submission period from 14 November 2018 to 28 November 2018. In response, Council did not receive any submission from adjoining land owners but did receive four submissions from surrounding land owners within the submission period.

In summary, the submissions raise the following concerns associated with the proposed development.

- Noise
- Dust
- Operation hours
- Context and Setting
- Land Sensitivity, Flora and Fauna
- Fuel Storage
- Access
- Aboriginal Artefacts
- Social and Economic Impacts
- Biosecurity
- Bushfire
- Erosion and Sediment Controls
- Non-compliant with CASA requirements
- Neighbouring properties
- Other

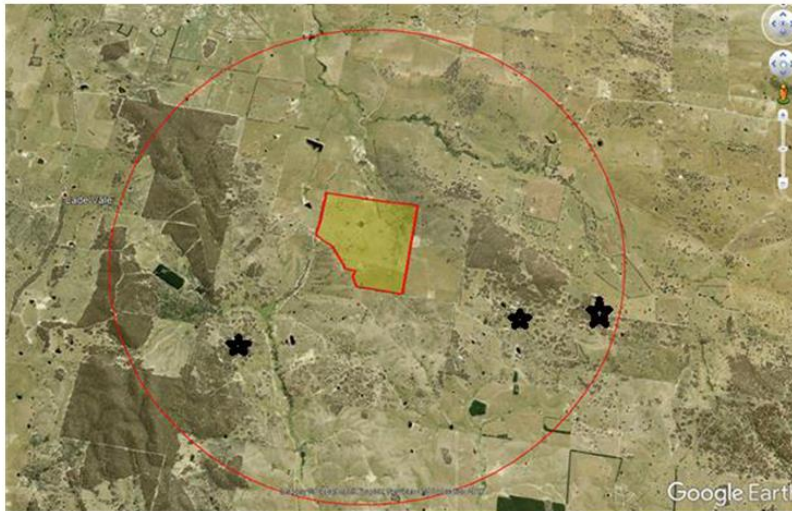
The applicant has been provided the opportunity to respond to the submissions received. A copy of the response dated 21 December 2018 is attached to the assessment report.

S4.15(1)(d) Consideration of submissions made in accordance with the Act or the regulations.

Issues Raised	Council's Response
Noise	The applicant has advised that the MT03 AutoGyro produces a noise rating of 62-68db at 500 feet. This information has been provided by the manual of the aircraft.
Dust	It is considered that the dust generated by the airstrip will not be any different to the dust generated by traveling on the gravel road or general agricultural activities that are carried out on a daily basis.
Operation hours	The applicant has advised the airstrip will be utilised twice a day (take-off and landing), 5 days a week. Condition consent to restrict operation hours.
Context, Setting and Views	The airstrip will not have any adverse effects on context, setting or views as no construction works are proposed.
Land Sensitivity, Flora & Fauna	The site has been identified as 'sensitive land' on the land and biodiversity maps. It is considered that the proposal with not have adverse environmental or flora and fauna impacts.
Fuel Storage	The applicant has advised the aircraft requires premium unleaded fuel. Premium unleaded fuel and diesel is currently safely stored on the property in relation to the day to day agricultural operation of the property.
Access	Vehicle access is not required to be upgraded in relation to the airstrip.
Aboriginal Artefacts	In accordance with Clause 4.4.2 Indigenous heritage and archaeology of the Upper Lachlan Development Control Plan 2010, the subject land is not identified as being of aboriginal significance. See Figure 11 – Place of Aboriginal Significance.
Social and Economic Impacts	No adverse social and economic impacts are anticipated.
Biosecurity	On entering and exiting the property airstrip, the aircraft can achieve 500 feet in the air within the property boundary. Therefore, the spread of noxious weed seeds will be no greater than any aircraft flying within legal airspace.
Bushfire	A small portion in the north east corner of the property is identified as being bushfire prone land. A bushfire assessment is not required to be submitted. See below bushfire prone land mapping.
Erosion and Sediment Controls	As the proposal does not include any earthworks, erosion and sediment controls are not an issue.
Non-compliant with CASA requirements	Civil Aviation Safety Authority (CASA) do not require private airstrips (also known as Aeroplane Landing Areas) to be registered.
Neighbouring properties	During site inspection it was noted that there are approximately three residential properties within a 3km radius. This was also noted on SixMaps as per below picture.
Other	Not relevant to development application

Neighbouring properties

Black stars are approximate locations of existing dwellings within the 3km radius.

**Desk Top Assessment**

Provisions prescribed by EP&A Regulations	Clause 92 (AS2601) - Demolition of Structures	N/A
	Clause 93 Fire Safety Considerations (Change of use of an existing building):	N/A
	Clause 94 Fire Safety Considerations (rebuilding/altering/enlarging/extending existing building(s):	N/A
S4.15(1)(a)(i) any environmental planning instrument:	SEPP's Applicable:	
	REP's Applicable: <i>South East and Tablelands Regional Plan 2036 – Upper Lachlan</i>	
	Priorities <ul style="list-style-type: none">• Protect and enhance the area's high environmental value lands, waterways and water catchments.• Protect important agricultural lands as resources for food security.• Protect the area's valued heritage assets.	
	Economy and employment <ul style="list-style-type: none">• Capitalise on the area's proximity to Canberra and Sydney to attract industry and investment, including using advances in technology to create smart work opportunities.• Promote the area as a destination and attract visitors from Canberra and Sydney.• Leverage the area's existing expertise in renewable energy to foster innovative economic development opportunities.• Diversify the agriculture industry, including opportunities for value-added activities and access to national and international markets.	
LEPs - Upper Lachlan Local Environmental Plan 2010: The application has been considered with regard to the relevant provisions of the ULLEP 2010 including: Clause 1.2 Aims of Plan Clause 1.4 Definition <i>airstrip means a single runway for the landing, taking off or parking of aeroplanes for private aviation only, but does not</i>		

include an airport, heliport or helipad.

Clause [2.3 Zone objectives and Land Use Table](#)

Council is satisfied that the proposal is permitted with consent within the RU2 Rural Landscape zone and that the proposal is consistent with the objectives of the zone. The proposal has negligible impact on the character and natural resource base of the land and is an activity that is ancillary to the agricultural activities being undertaken and permitted without consent.

Clause [6.2 Biodiversity](#)

The subject land is identified as "sensitive land" on the Natural Resource Sensitivity – Biodiversity Map. The development is considered satisfactory and has minimal impact on the pastured improved land. See below mapping.

Clause [6.3 Land](#)

The subject land is identified as "sensitive land" on the Natural Resource Sensitivity – Land Map. The development is considered satisfactory, with no perceived probability in the increase of erosion or land degradation. See below mapping.

Clause [6.4 Water](#)

The subject land is not identified as "sensitive land" on the Natural Resource Sensitivity – Water Map. The development is considered satisfactory and has no impact on Clause 6.4.

Mapping under Upper Lachlan LEP 2010
(insert map)

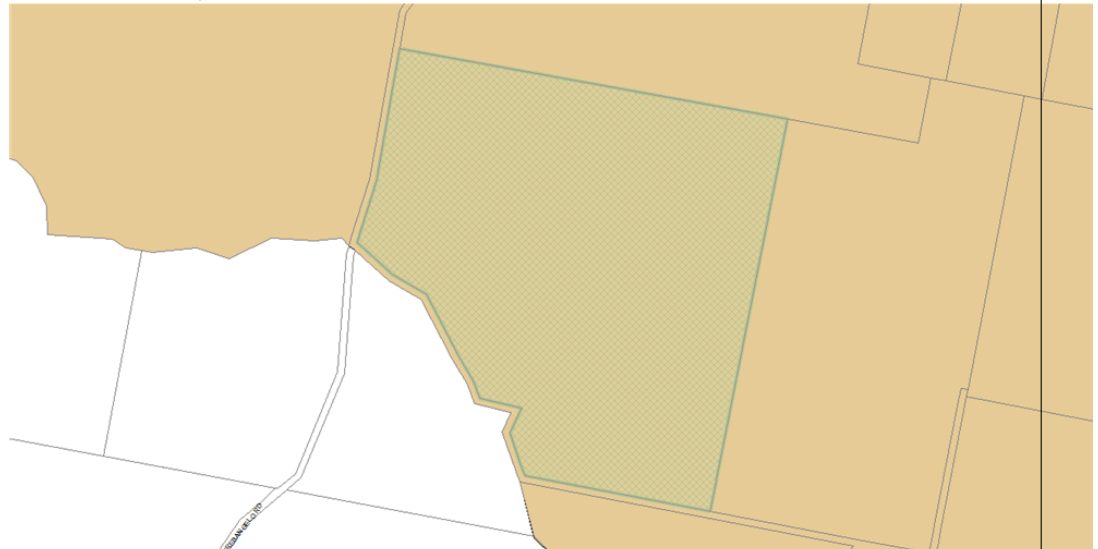
**79c 1(a) any
environmental
planning
instrument:**

SEPP's Applicable:
State Environmental Planning Policy (Rural Lands) 2008

Upper Lachlan Local Environmental Plan 2010:



ZONE:


RU2 Rural Landscape



**Minimum Lot
size:**

80Ha

	
6.2 BIODIVERSITY	<p>The subject land is identified as “sensitive land” on the Natural Resource Sensitivity – Biodiversity Map. The development is considered satisfactory and has no impact on Clause 6.2.</p> 
6.3 LAND	<p>The subject land is identified as “sensitive land” on the Natural Resource Sensitivity – Land Map. The development is considered satisfactory and has no impact on Clause 6.3.</p>

	
6.4 WATER	The subject land is not identified as “sensitive land” on the Natural Resource Sensitivity – Water Map. The development is considered satisfactory and has no impact on Clause 6.4.
Dwelling Permissibility: Existing dwelling on the property	Objectives of the Zone: Satisfactory
Erection of Advertising Structure: N/A	Development Near Boundary: N/A
Heritage Item: N/A	BASIX: N/A
Proposed Water Supply: N/A	Proposed Sewer/Sewage: N/A
Proposed Power Supply: N/A	Proposed Stormwater: N/A

S4.15 (1)(a)(ii) - Any proposed environmental planning instrument that has been subject to public consultation – (draft SEPPs/REPs/LEPs):

Nil

S4.15(1)(a)(iia) - Any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4:

Nil

S4.15(1)(a)(iii)- Any Development Control Plan (DCP) - Upper Lachlan Development Control Plan 2010:

The application has been considered with regard to the following relevant provisions of the DCP including:

2. Plan Objectives

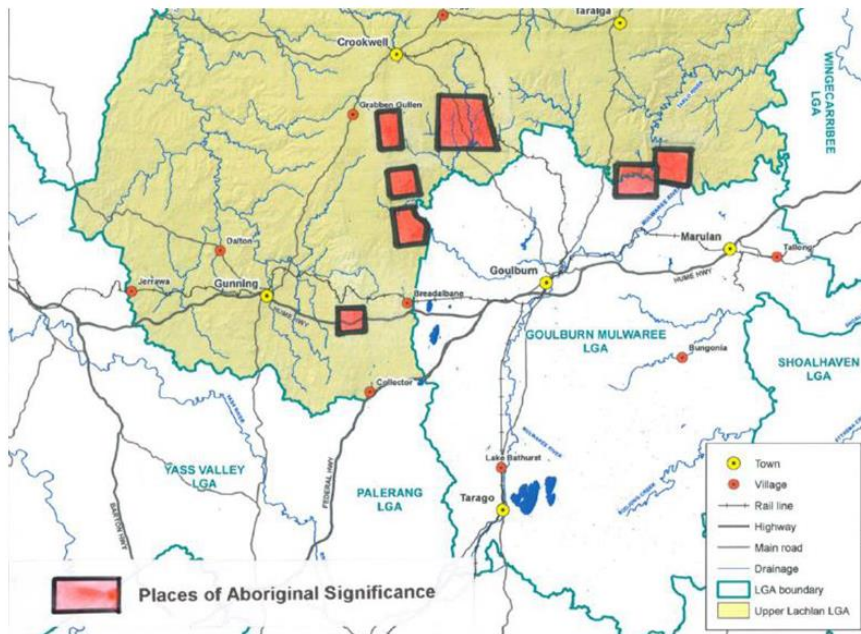
2.2 Rural Development Objectives

4. General Development Controls

4.1.1 Matters for consideration (General)

4.2 Environment

4.2.7 Bushfire risk management

BUSHFIRE PRONE LAND MAPPING**4.4.2 Indigenous heritage and archaeology****10. Engineering requirements****10.2 Roads****10.2.2 Rural**

No access upgrades are required for the proposed development.

S4.15 (1)(b)-Likely impacts of the development:

CONTEXT & SETTING	The airstrip will not have any adverse effects on context, setting or views as no construction works are proposed.
ACCESS, TRANSPORT & TRAFFIC	The access is not required to be upgraded for the proposed development.
PUBLIC DOMAIN	Not relevant
LANDSCAPING / CLEARING	The applicant has advised the airstrip will be rolled every two years. No landscaping or clearing is proposed for the development.
NOISE AND VIBRATION	The applicant has advised the AutoGyro MT03 produces 62db – 68db at 500 feet in the air. This information has been extracted from the manual of the aircraft.
AIR QUALITY	No adverse impacts envisaged.

WASTE	Not relevant
ENERGY	Not relevant
VIEWS	Consistent with existing views. No construction works proposed.
SAFETY, SECURITY & CRIME PREVENTION (NSW POLICE SERVICE CHECKLIST)	Not relevant
SOCIAL IMPACT IN THE LOCALITY	No adverse social impacts are anticipated.
ECONOMIC IMPACT IN THE LOCALITY	No adverse economic impacts are anticipated.
SITE DESIGN & INTERNAL DESIGN	The proposed airstrip is located within the middle of the property and is considered satisfactory.
FLORA & FAUNA	It is considered that the proposed development will not adversely affect flora or fauna.
NATURAL HAZARDS	A small portion in the north east corner of the property is identified as being bushfire prone land. A bushfire assessment is not required to be submitted.
TECHNOLOGICAL HAZARDS	Not relevant
CONSTRUCTION	No construction works proposed.

S4.15 (1)(c) - The suitability of the site for the development

- ☐ Does the proposal fit the locality Yes
- ☐ Are the site attributes conducive to development: Yes

S4.15 (1)(e) - The public interest

Provided recommended conditions of consent are complied with, granting of consent to the proposal is not considered contrary to the public interest.

S7.11 Contribution towards provision or improvement of amenities or services

Adopted S94 Contribution Plan Not Applicable

S64 Contributions Not Applicable

=====

Assessment Summary:

The proposed development is for the use of land for the purpose of an airstrip. The application has been assessed in accordance with relevant plans and policies and development is recommended for approval subject to conditions.

Recommendation:

- ☐ Development Application 120/2018 be approved subject to conditions in accordance with the EP&A Act and regulations and Council practices.

Signature: _____
Mrs Karinne Granger

Date: 16 October 2018

Karinne Granger

From:
Sent: Wednesday, 28 November 2018 4:55 PM
To: Karinne Granger; Upper Lachlan Shire Council;
Subject: objection to DA 120/2018

To: The General Manager
 Upper Lachlan Shire Council
council@upperlachlan.nsw.gov.au

Submission on DA 120/2018

by:

Regarding airstrip on Lot 2 DP1110114 69 Berrebangelo Lane, Lade Vale

I wish to object to the DA as currently written and advertised.

I do not have any reportable political donations or gifts within the period commencing two years before this submission.

I have just been made aware of this DA. My objections to it, in its current form, are on the following grounds:

1. The letter dated 12 November, 2018 from John Bell, General Manager, Upper Lachlan Shire Council, to landholders stated that the application for development consent and accompanying documentation would be available on Council's website throughout the notification period 14 November 2018 - 28 November 2018. However, I understand that neither the application for development consent, nor the accompanying documentation, has been made available on the Council's website throughout the notification period. It is unacceptable that Council should prevent proper scrutiny by the public of a DA with the potential for significant impact on surrounding properties by omitting to make the DA available on the website. The DA should not be approved without a further full period of consultation, during which the DA is made available on the Council's website throughout the new notification period.

2. The Statement of Environmental Effects prepared by Gerry Goodwin contains a number of omissions and errors. These should be corrected, and the DA then re-issued for consultation, so that neighbours affected by the proposal can properly consider the impacts. Errors/omissions in the current Statement include:

- The proposal is described as "Re-activate airstrip" but no evidence is provided that there was ever an active airstrip on the property. I have been informed that long-time neighbours are not aware that there has ever been an active airstrip on the property.
- It is claimed that the development will not be visually prominent in the surrounding area. This is incorrect, as the aircraft using the airstrip will be very visually prominent.
- It is claimed that the development will not be out of character with the surrounding area. This is incorrect, as occurrence of regular flights into and out of the airstrip is unprecedented and will have a significant negative impact on the character of the surrounding quiet rural landscape
- It is claimed that the development will not increase local traffic volumes. This is incorrect as the air traffic will be significantly increased by the usage of a 700m airstrip. It is important to note that other aircraft, beside those of the owner, can use a registered airstrip if required.
- It is claimed that the development will not have any noise impacts above background noise levels. It is not possible to assess this assertion without the developer providing information on the kind of aircraft to be used. However, the noise impact for surrounding properties will be significantly greater than the example given of a swimming pool pump for almost any kind of aircraft. Information on the kind of aircraft to be used, and details of the noise standards for such aircraft, needs to be provided with this DA to enable the public and Council to assess the noise impact.
- The question regarding whether the proposal will have any economic consequences in the area has not been answered and should be answered and assessed by neighbours before consent to the development is considered.
- It is claimed that the proposal will not affect the amenity of surrounding residences by loss of privacy and increased noise. This is incorrect as aircraft using the airstrip will fly within direct line of sight of people's homes and will result in loss of privacy for those homeowners, and the aircraft noise will have a negative impact on several nearby residents.
- It is claimed that the nearest residents are over 3km away. This is incorrect, as several homes are within 3km of the airstrip.

- It is stated that the usage of the airstrip will be 5 times a week, but it is not stated whether this is minimum, average or maximum usage. This should be clarified so that the impact on surrounding residences can be properly assessed.

Conclusion

The fact that Council did not follow its own stated procedure and make this DA accessible for public consultation on its website carries a risk of being perceived to be Council corruption or incompetence. The DA contains an unacceptably large number of errors and omissions, as outlined above.

I believe that the errors and omissions in the DA should be corrected and the DA resubmitted. Council should then follow its stated procedure and make the corrected DA available for consideration by the public for a full notification period. I request that Council keep me informed of any resubmission of this DA so that I can comment on a corrected version.

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Karinne Granger

From:
Sent: Wednesday, 28 November 2018 3:58 PM
To: Upper Lachlan Shire Council
Cc: Karinne Granger
Subject: Objection to - DA 120/2018 – Use of Land and the Carrying Out of Works for the Purpose of a Private Airstrip [SEC=UNCLASSIFIED]
Attachments: DA120-2018_airstrip_3km_radius-Topo.pdf; DA120-2018_airstrip_3km_radius-Topo-cadastre.pdf

28 November 2018

The General Manager
Upper Lachlan Shire Council
PO Box 10
Crookwell NSW 2583
council@upperlachlan.nsw.gov.au

Dear Sir/ Madam,

Subject: DA 120/2018 – Use of Land and the Carrying Out of Works for the Purpose of a Private Airstrip

We have been in contact with Karinne Granger, Trainee Development Control Planner – Environment and Planning, ULSC about Gerry Goodwin's DA 120/2018 for a private airstrip. We are writing to submit an objection to DA 120/2018 against this application.

Of immediate concern is that the ULSC only consulted direct adjoining neighbours when clearly an aircraft affects more than the immediate neighbours, and ULSC did not make DA 120/2018 available on the ULSC website as stated in the letter referencing DA 120/2018, dated 12 November 2018. This is unfair and meant that the local community had no opportunity to comment on the DA.

Reasons for our objection to DA 120/2018 are outlined in the documentation below and include the attached maps. In particular, we refer to

- 1) **Statement of Environmental Effects**
- 2) **General topography of the site and surrounding residences** (includes the attached maps)
- 3) **Noise impact assessment**
- 4) **Rural Living Handbook/Guide**

We welcome any feedback and further opportunity for discussion and to justify our objection.

Please note that we have no political donations or gifts to disclose.

Yours sincerely

1) Statement of Environmental Effects

Land Zone

The applicant states that Lane Zone is listed as RU1 however, Lot 2 DP 1110114 is actually listed as RU2 on the NSW Planning & Environment planning portal when generating a report from the [NSW Planning portal](#).

- Does this change the DA requirements?
- What is the difference between RU1 and RU2 in this circumstance?
- Therefore, as per the definition, the objectives must be taken into consideration namely:
 - Maintain rural landscape character of land
 - Compatible land uses including extensive agriculture and encourage the retention, management or restoration of comes to effect

Land sensitivity

What proof / study has the applicant provided to deem the application non applicable given run off vegetation etc?

Description of the development

Reactivation of airstrip

The application states '*re-activate airstrip*' however, there has not been an airstrip on the property. The ULSC should not take this claim on face value. Local residents can confirm this and some have lived in the area since the late 1940's.

Fuel storage

The applicant states that '*no structures or fuel stored on site*'. Is this on the airstrip itself or within Lonsdale Park? If so, how and where does the aircraft fuel up and what fire plan is in place?

Type/s of aircraft

The application does not provide any information on what type/s of aircraft the proposed airstrip will cater for. There is no information set out in the operational and management details section of the Statement of Environmental Effects. Therefore, please assess:

- What type/s of aircraft are proposed to be flown?
- What is the noise assessment impact for each type of aircraft?
- What are the proposed flight patterns?
- What are the hours of operation?
- Will the aircraft predominately take off in a west to east direction or east to west direction?
- Will there be a light aircraft club day/s? If so, when, how long, how many aircraft etc?
- How will the aircraft be housed on the property and what is the likelihood that associated structures will be built in the future, such as hangars?

Context and setting

The airstrip will be prominent in for those residing on Berrabangalo Lane and Berrabangalo Creek Road. The airstrip is not visible form the road however, the aircraft will be very visible.

Access/Traffic & Utilities

Access to the property is via Berrabangalo Lane which is an unmaintained Crown road. The quality of this particular road requires severe maintenance and may impact any road services. Given this fact the applicant may need to consider repair to the roadway in the event of an emergency.

Environmental Impacts

In relation to the tick boxes on page 3 of the Statement of Environmental Effects:

- The airstrip is set up in an east-west direction therefore, unwanted dust will be carried in the prevailing winds to neighbouring properties. What measures are in place to ensure that topsoil is not blown onto neighbouring properties?
- Has a weather study been conducted in relation to prevailing winds?
- How can a BASIX certificate be provide for energy efficiency for a dirt runway?
- Has any study/results or evidence from an external agency been provided regarding aboriginal artifacts or endangered wildlife to confirm this?

Flora and Fauna impacts

Should the ULSC conduct a study assessment required to confirm the claim of the applicant that native vegetation and threatened species will not be affected?

Natural Hazards

All the land in the ULSC and Yass River Shire are subject to bushfire and severe rains causing flooding. The applicant wrote 'N/A' through this section which is falsification. Surely the applicant and ULSC understand that the land is bushfire and flood prone. Therefore, the applicant and ULSC must thoroughly address the impact of natural hazards.

Waste disposal

The applicant again wrote 'N/A' through this section. Waste does need to be addressed appropriately. What is the applicants intent to service the vehicle and where?

Social and economic impacts

The applicant states that '*all properties to our boundaries are non residential farm land nearest resident over 3 kilometres away,*' which is totally incorrect. The ULSC should not take the applicant's word for this statement. Please refer to the attached maps which show known 16 properties that lie within the 3km radius (from each end of the proposed airstrip), with one outlier. As seen in the table below, of the 17 known properties with houses, 10 have people living in them full-time and 12 (not counting the applicant's property) run stock (cows, sheep, horses). Therefore, many people, livestock and native animals and birds will be directly affected by aircraft flying in the area.

Property No.	Full-time	Stock
1	Yes	?
2	Yes	Yes
3	No	Yes
4	No	Yes
5	No	Yes
6	Yes	Yes
7	Yes	Yes
8	Yes	Yes
9	Yes	Yes
10	Yes	No
11	No	Yes
12	No	Yes
13	Yes	No
14	No	No
15	No	No
16	Yes	Yes
17	Yes	Yes

Table to match the maps of property numbers, full-time residents, and stock.

2) General topography of the site and surrounding residences

Please see the attached maps for information on the topology of the area, noting that the airstrip is in an area of around 600m however the hill directly east of the runway is at 717m. That's an elevation of over 100m in a short space and thus an aircraft would need to climb hard to clear the hill and thus create much

noise in doing so. The hill to the west of the property is at 695m and another hill to the south-west is at 707m.

Noxious weeds

The applicant's property is in an area affected by noxious weeds, such as serrated tussock and St Johns Wort. The applicant's priority seems to be more the airstrip rather than potentially spreading noxious weeds. Any work on the proposed airfield or the use of an aircraft within this area will spread noxious weed seeds further into neighbouring properties and thus increasing infestation.

3) Noise impact assessment

There is no indication that a noise impact assessment has been conducted. Therefore:

- What is the noise impact assessment of one light aircraft in a quiet community?
- What is the possible noise pollution/impact of more than one light aircraft in a quiet community, ie if a light aircraft club day is organised?
- Neighbouring properties own livestock (sheep, cattle, horses) whereby horses in particular are easily disturbed by loud man-made noises. What plan is in place to avoid upsetting livestock and native animals?
- Resident eagles will be affected by the light aircraft noise.

4) Rural Living Handbook/Guide

A major reason for moving living at Lot 3, DP 1024315 is to experience living in the rural environment, without constant man made noise such as that of small aircraft. This is in line with the [Rural Living Handbook/Guide 2017](#) whereby the introduction paragraph reads:

Rural living: The great Australian dream

For many of us, the idea of 'getting away from it all' and becoming a part of a rural community is a lifelong dream. In the South East Region, this often involves buying a rural block and pursuing productive agricultural activities, environmental conservation or a combination of both.

The use of a light aircraft does not align to the Rural Living Handbook/Guide 2017.

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Karinne Granger

From:
Sent: Wednesday, 28 November 2018 3:30 PM
To: Upper Lachlan Shire Council; Karinne Granger
Subject: Fwd: Submission regarding 120/2018, Goodwin

We write in relation to the above DA as residents who live within 2km of the proposed site of an airstrip to be located on Lot 2 DP 1110114.

We note that we were not formally consulted in relation to this development application as we do not share a boundary with the Goodwin property. We are, however, probably the closest permanent residents and the operation of an airstrip in such close proximity to our home will obviously impact on the amenity of our rural environment. We strongly recommend that Council staff conduct an onsite inspection of the proposed location in order to appreciate these impacts, and to verify the information provided by the applicant.

Before we comment on the specific detail of the application, I request that Council note that we moved to our property almost 20 years ago because it provides an excellent location to ride, and sometimes breed, horses. Berrebangalo Lane provides the perfect rural environment for this pursuit, as horses - particularly young ones - react strongly to loud, unexpected noises and 'foreign' objects. As a flight animal, you can imagine their stress and panic if confronted by an object as large and noisy as an overhead aircraft. Over time they may become habituated to such activity in our area, but until then we will be putting ourselves at risk of serious injury, or worse, if we encounter low-flying aircraft while riding. You should also note that our riding is not limited to our property as the quiet rural roads around here have often provided extremely pleasant trail-riding. Horse owners along Elms Road and Lade Vale Road also use Berrebangalo Road for training their horses and pleasure riding.

Turning to the Statement of Environmental Effects submitted in relation to development application 120/2018, we request that Council note the following points:

1. The property address is not 69 Berrebangalo Creek Road, but rather 69 Berrebangalo Lane. This lane leaves Berrebangalo (Creek) Road 4.35km south of its intersection with Lade Vale Road.
2. The applicant states his property is zoned 'rural RU1'. The Property Report from NSW Planning and Environment identifies the zone as 'RU2 - Rural Landscape'.
3. The application proposes to 'reactivate airstrip'. A landowner whose property is adjacent to the Goodwin property has indicated that his family has owned their property for approximately 70 years and there has

been no indication of the operation of an airstrip or aircraft on the Goodwin property over that time. When we moved here in 2000 the land in question was unoccupied and unfenced. We often rode over the land prior to its purchase and saw no evidence whatsoever of an airstrip. Clearly, the proposal is to construct, not 'reactivate' an airstrip.

4. The application treats the Land Sensitivity section as 'not applicable '. But the Property Report notes that the Goodwin property is 'Land: Class (Sensitive Land)'. The Upper Lachlan Local Environment Plan 2010 requires the 'consent authority' to consider any possible adverse impact in relation to geotechnical stability of the development site, and the probability of increased erosion or other land degradation where an application relates to Sensitive Land. I note that the low ground to the immediate north of the Goodwin property has fragile, shallow soil highly susceptible to erosion and has significant salinity issues.

5. The applicant states the proposed (new) airstrip will be used '5 times a week'. Compared to the current situation of no air traffic, this usage might well be considered to be 'out of character with the surrounding area', despite the applicant's claim to the contrary. Without any further information about who will be using the airstrip for what purpose, it is also impossible for us to consider whether local traffic movements will increase. Council should note that Berrebangalo Lane is currently badly degraded and a group of residents is working with Crown Roads officers to get approval to self-fund required road maintenance.

6. We believe the possible environmental impacts have been completely disregarded by the applicant in his submission. There is little doubt that aircraft using a newly constructed dirt airstrip will generate a significant amount of dust so properties to the east of the airstrip, ours included, will be affected. The prevailing winds are westerlies, and they can often approach gale force. Worse, however, is the likely increased spread of wind-borne serrated tussock seeds from this badly infested property to neighbouring properties where we have all spent considerable time, effort and money to rid our properties of this pest plant.

7. The Goodwin property drains into Jerrawa Creek and it seems disingenuous to claim that the development will NOT result in any form of erosion, sediment-runoff or water pollution, resulting from either the development work or from the use of the airstrip subsequently. Council will need to ensure that a rigorous assessment of this likelihood is carried out before possibly approving the application.

8. While this area has not experienced a bushfire in recent decades there was a significant fire in the Mundoonen Nature Reserve some years ago which, according to local firefighters we have consulted, would have threatened this area had it escaped the Reserve. We would trust that, if this application is approved, Mr Goodwin would be required to abide by his undertaking that no fuel would be stored on his property. It is

critical to note that Berrebangalo Lane provides our only exit road in the event of an evacuation due to approaching bushfires. Of even more concern, if a fire started on Mr Goodwin's property we residents to the east of that property would probably have no evacuation option at all.

9. The applicant states that this proposal will have no effect on the amenity of surrounding residences. We contend that the increased noise will be greater than the 'background noise level' of, for example, a swimming pool pump. His comment that the nearest resident is 'over 3 kilometers [sic] away' is false. There are a number of permanent and part-time residents within that 3km boundary, including us. If the application is to be approved, the noise impact and loss of amenity for lane residents can be mitigated by requiring the applicant to only approach and take off from the airstrip from/to a westerly direction.

We respectfully request that Upper Lachlan Council look very closely at this application, including its likely adverse impacts on our charming and peaceful rural environment. In our view the application should be rejected.

As required under the Environmental Planning Assessment Act, we advise that neither of us has any reportable political donations and/or gifts to disclose, nor has any associate of ours, within the time period specified, ie two years before this submission is made and ending when the application is determined.

Yours truly,

(Please advise whether you require a signed copy of this submission for it to be taken into consideration.)

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Karinne Granger

From:
Sent: Wednesday, 28 November 2018 7:14 AM
To: Upper Lachlan Shire Council
Subject: FW: Resident Objection - Development application no. 120/2018

Good morning,

Further to our written advice submitted below I would like to also confirm that we have no political donations or gifts to disclose.

We would also like to advise that at no time has an approach been made to us regarding this request (the first advice regarding this matter being the correspondence received from Council dated 12 November 2018).

While we are not full time residents we do visit the property on a weekly basis, most weekends and during school holidays, and would be adversely impacted by any aircraft noise associated with circling the property and approaching the proposed landing strip from the West.

Regards,

From:
Sent: 27 November 2018 21:52
To: council@upperlachlan.nsw.gov.au
Subject: Resident Objection - Development application no. 120/2018

Good evening,

We are writing to Council in relation to the above development application submitted by Gerry Goodwin.

Our objection is based on a number of factors. These include;

- the proposed development doesn't appear to be consistent with the current RU2 zoning of the area
- the location of the strip not appearing too providing sufficient approach and take off areas to comply with Civil Aviation Authority Guidelines for Aeroplane Landing Areas (CAAP 92-1)
- the potential risk of collision with the drone we operate for the purposes of maintaining a visual record of our property and the farming activities we undertake
- limited detail in the application regarding the storage and maintenance of aircraft operating from the proposed airstrip or the location and storage of any fuel or other liquids that may be required as part of the operation of the aircraft
- limited detail regarding the number and type of aircraft proposed to operate from the site, frequency or timing of air movements in the surrounding area
- potential limitations on where we are able to locate farm or residential buildings on our property in the future
- capacity to undertake plantings on our western boundary to provide shelter from prevailing winds and to create a natural boundary to limit the spread of weeds from adjoining properties

The General Manager
Upper Lachlan Shire Council
PO Box 10
Crookwell NSW 2583
council@upperlachlan.nsw.gov.au

Dear Sir/ Madam,

Subject: DA 120/2018 – Use of Land and the Carrying Out of Works for the Purpose of a Private Airstrip

As property owners and residents, we are writing to submit an objection to the subject Development Application.

It appears the way the Application and certainly the Environmental Effects Statement has been submitted is with the intent to significantly understate the effects of an airstrip and aircraft operations and even mislead in respect of “re-activating (an) airstrip”.

The specific grounds for the objection and deficiencies in the proposal are below.

1. **The Premise of the DA Itself is Flawed.** The description of the development states:- “Re-activate airstrip no structures or fuel stored on sight”. As long-term residents of the area (20yrs+), we have never seen, read or heard of any reference to an airstrip on the land. Consultation with a direct neighbour to the affected land whose history dates back 70 years concurs. Further, all aerial imagery which we have been able to view provides no indication of a pre-existing airstrip. Lastly, the proposition that no fuel will be stored on site seems ludicrous and implausible.
2. **Dust.** The east-west orientation of the proposed airstrip means that prevailing winds will disperse dust from aircraft operations onto neighbouring and adjacent properties. I note the applicant has stated the development is not likely to result in any form of air pollution (smoke, dust, odour) which is also ludicrous and further undermines the premise of the Application.
3. **Noise.** Again, the applicant has contended that the development will not have any noise impacts above background noise levels (eg Swimming pool pumps). The area currently does not have aircraft operating and to suggest an aircraft, certainly on take-off and climb-out would not impact background noise levels is naïve at best.

4. **Sediment Run-off.** The indicated location of the proposed airstrip crosses the water catchment of the dam shown in the application and subsequent downstream waterways. It is impossible to state that a dirt airstrip on this catchment will not or could not produce sediment run-off.
5. **Poorly Controlled or Uncontrolled Serrated Tussock on the Land will be Dispersed.** The affected land is infested with Serrated Tussock. Aircraft movement will disperse Tussock seed through and over adjacent land. This is patently unfair to neighbouring and adjacent Property Owners who have made and continue to make significant effort to control Tussock on their land to the benefit of themselves and their neighbours.
6. **Counter to Rural Landscape Zone Objectives.** Despite the applicant stating the affected land is zoned RU1, we understand it is in fact RU2 under the ULSC 2010 LEP.
We cannot envisage how:-
 - i). the proposal encourages sustainable primary industry production by maintaining and enhancing the natural resource base
 - ii). maintains the rural landscape character of the land
 - iii). minimises the impact on the existing agricultural landscape character.
7. **Fire Hazards, Re-fueling Controls, Water Supplies, Fire Fighting Apparatus.** Almost exclusively, aircraft operations still require the use of fossil fuels which entails fuel storage, re-fuelling and possible associated fire risk and hazards as well as soil contamination. The applicant has apparently failed (and appears in fact to have denied) to acknowledge these risks in the application. The affected land, while itself open grasslands borders timbered land, homes, sheds and assets to the east. Were a fire to start on the affected land, it would spread rapidly and potentially threaten even the Belmont Forest community.
8. **Existing Amenity of the Area.** Even light aircraft or rotorcraft operations on the proposed land will disturb the existing amenity of the land and properties accessed via Berrebangalo Lane. The landowners and residents in the area currently enjoy a quiet and peaceful rural environment.

Please note that we have no political donations or gifts to disclose.

Yours sincerely

Karinne Granger

From: gerald goodwin <aerodyne@optusnet.com.au>
Sent: Friday, 21 December 2018 10:46 AM
To: Karinne Granger
Subject: Re: DA120/2018 - Submission received

Hi Karinne

In answer to the objection; also I will endeavour to explain why I thought our property was RU1 listed, Over 16 years ago when Lonsdale Park first came up for sale I tried to purchase it from Ray Willmott and was told it had RU1 status this seems to have been changed in 2010 I truly believed our property still had an RU1 status ; we finally purchased Lonsdale Park 2 years and 9 months ago from Ray Willmott , as to reactivating the paddock / airstrip I had flown to this property with Shawn Herbert around 5 to 6 years ago Shawn Herbert was a resident further along Berrebanglo Rd South of Lonsdale Park; had his own private airstrip unregistered and is now defunct by the new owner, I did fly with Shawn to this paddock /airstrip and now being the owner of this property wish to re-instate it as a proper registered airstrip.

To the best of my knowledge all farm land bordering our property are non resident farms there are two shed structures that people live in; and come and go from time to time .

The paddock/airstrip meets and surpasses all of CASA requirements for private recreational use, it is a grass strip and would generate little or no dust the paddock/strip is positioned in the middle of our property, aircraft would be at regulation height both on entry and exit ; no fuel or structures at the strip as stated in the application. .There is more than sufficient distance regarding noise issue regarding the complain-tents property ...

concern about its development I cannot understand it is already there all I have done is to clean it up and had it rolled by the ULC council - comment regarding tussock is unfounded we have been commended on the the work we are doing by Denis Hillier former weed inspector for ULC , we also have had pasture improvement done by Fertspread and will continue improvements as suggested by Robert Gorman ULC weed inspector now retired we welcome any inspection this I feel is a nitpicking exercise and has no bearing on my DA . as you have not received any objections from all my boundary neighbours regarding my DA I feel my application should be jeopardised by a knee jerk reaction I will be sending Googal aerial photos next year on a BSB stick a picture is worth a thousand words we are surrounded by rural farm land with no close residents. also I would have thought making our property and dam available to Rural Air Fire services a great asset to this area.

I still cannot understand how a property like ours has become rural RU2 listed ; however our property and location would not be out of character in having a grass/paddock airstrip in the area , there is also another private registered airstrip which is around 4 kilometers from us and was put in by Gunning council in 1995 for former Mayor Peter Bates a precedence has already been set nobody has complained about it why have I been singled out by this person ?

As I only received councils reply on the 11/12 18 and I have been given a dead line to reply by the 2/1/19 I feel this is a little unfair as the complainant has had some months to compile the objection and is obviously well versed in council and law matters at this point I will submit a lay-mans reply to meet the dead line of 2/1/19 if further information is required I will seeking legal advise.

Kind Regards Gerry Goodwin.

CIVIL AVIATION AUTHORITY

CIVIL AVIATION
ADVISORY PUBLICATION

Date: July 1992

No: 92-1(1)

SUBJECT: GUIDELINES FOR AEROPLANE LANDING AREAS

IMPORTANT

The information in this publication is advisory only. There is no legal requirement to observe the details set out in this publication. The Civil Aviation Regulations set out the legal requirements that must be complied with in relation to the subject matter of this publication. There may be a number of ways of ensuring that the requirements of the Civil Aviation Regulations are met. This publication sets out methods that may be used and which experience has shown should, in the majority of cases, ensure compliance with the Regulations. However, before using the information in this publication the user should always read the Civil Aviation Regulations listed in the reference section below to ensure that he or she complies with the legal obligations of the Regulations.

PURPOSE

Civil Aviation Regulation 92 (1) states that: "An aircraft shall not land at, or take-off from, any place unless: ... (d) the place... is suitable for use as an aerodrome for the purposes of the landing and taking-off of aircraft; and, having regard to all the circumstances of the proposed landing or take-off (including the prevailing weather conditions), the aircraft can land at, or take-off from, the place in safety."

Regulation 92 (1) does not specify the method of determining which "circumstances", other than the prevailing weather conditions, should be considered in any particular case. These matters are the responsibility of the pilot

in command and, in some circumstances, are shared with the aircraft operator.

These guidelines set out factors that may be used to determine the suitability of a place for the landing and taking-off of aeroplanes. Experience has shown that, in most cases, application of these guidelines will enable a take-off or landing to be completed safely, provided that the pilot in command:

- (a) has sound piloting skills; and
- (b) displays sound airmanship.

CANCELLATION

This is the second issue of CAAP 92-1, and supersedes CAAP 92-1(0).

REFERENCES

This publication should be read in conjunction with: Civil Aviation Regulations 92 (1), 93, 233 and 235; Civil Aviation Orders; and the Aeronautical Information Publication.

HOW TO OBTAIN COPIES OF THIS PUBLICATION

Copies of this publication may be obtained from:

Civil Aviation Authority Publications
Centre
607 Swanston Street
Carlton
Victoria 3053

Telephone (008) 331676
(008) 334191
(03) 342 2000

CONTENTS

1 Definitions

p 2

CAAP 92-1(1)

Guidelines for aeroplane landing areas

2 Conversion table	p 2
3 Which aircraft may use a landing area?	p 2
4 Which types of operations may be conducted from a landing area?	p 2
5 Recommended minimum physical characteristics of landing areas and water alighting areas	p 3
6 Marking of landing areas	p 4
7 Lighting for night operations	p 4
8 Other factors that should be considered prior to using a landing area	p 4
9 Surface testing of a landing area	p 5

1 - DEFINITIONS

1. In these guidelines, unless the contrary is stated:

“clearway” means an area in which there are no obstacles penetrating a slope of 2.5% rising from the end of the runway over a width of 45m;

“float plane” means any aeroplane designed for landing or taking-off from water;

“fly-over area” means a portion of ground adjacent to the runway strip which is free of tree stumps, large rocks or stones, fencing, wire and any other obstacles above ground but may include ditches or drains below ground level;

“landing area” (LA) means an area of ground suitable for the conduct of take-off and landing and associated aeroplane operations under specific conditions;

“lateral transitional slope” means a desirable area around all LA's which provides greater lateral clearance in the take-off and landing area and may reduce wind-shear when the runway is situated near tall objects such as trees and buildings. The dimensions of a suitable lateral transitional slope are shown in the following diagram;

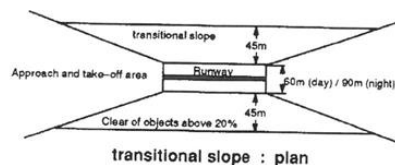


Figure 1 - Transitional Slope

“obstacle free area” means there should be no wires or any other form of obstacles above the approach and take-off areas, runways, runway strips, fly-over areas or water channels;

“runway” means that portion of the landing area which is intended to be used for the landing or take-off of aeroplanes;

“runway strip” means a portion of ground between the runway and fly-over area which is in a condition that ensures minimal damage to an aeroplane which may run off a runway during take-off or landing;

“water alighting area” means a suitable stretch of water for the landing or taking-off of a float plane under specific conditions.

2 - CONVERSION TABLE

2. Landing area gradients and splays expressed as a percentage, in accordance with ICAO practice, may be converted into ratios or angles using the following table:

Percentage	Ratios	Degrees & Minutes
1	1:100	0 34'
2	1:50	1 09'
2.5	1:40	1 26'
2.86	1:35	1 38'
3	1:33.3	1 43'
3.33	1:30	1 55'
5	1:20	2 52'
12.5	1:8	7 08'
20	1:5	11 18'

3 - WHICH AIRCRAFT MAY USE A LANDING AREA?

3. Use of landing areas other than aerodromes is not recommended for aircraft with a MTOW greater than 5700 kg.

4 - WHICH TYPES OF OPERATIONS MAY BE CONDUCTED FROM A LANDING AREA?

4. Aeroplanes engaged in the following operations may use a landing area:

- (a) private;
- (b) aerial work—excluding student solo flying and student dual flying prior to successful completion of the General Flying Progress Test; and
- (c) charter.

5 - RECOMMENDED MINIMUM PHYSICAL CHARACTERISTICS OF LANDING AREAS AND WATER ALIGHTING AREAS

5.1 Runway Width. For other than agricultural operations, a minimum width of 15 metres is recommended although aeroplanes with a MTOW below 2000kg can be operated safely on runways as narrow as 10 metres provided there is no or only light cross-wind. For agricultural operations, a 10 metre wide runway is the recommended minimum.

5.2 Runway Length. For other than agricultural operations by day, a runway length equal to or greater than that specified in the aeroplane's flight manual or approved performance charts or certificate of airworthiness, for the prevailing conditions is required (increasing the length by an additional 15% is recommended when unfactored data is used). For agricultural day operations, the minimum runway length is the greater of 75% of the take-off distance specified in the aeroplane's flight manual or approved performance chart for the prevailing conditions with the balance as clearway or the landing distance so specified.

5.3 Longitudinal Slope. The longitudinal slope between the runway

ends should not exceed 2%, except that 2.86% is acceptable on part of the runway so long as the change of slope is gradual. For agricultural operations, the slope should not exceed 12.5% for day and 2% for night operations: where the overall slope exceeds 2% the runway should only be used for one-way operations — downhill for take-off and uphill for landing.

5.4 Transverse Slope. The transverse slope between the extreme edges of the runway strip should not exceed 2.5% or 12.5% upward slope over the fly-over area. For agricultural day operations, the transverse slope should not be more than 3% over the runway and 5% over the runway strip.

5.5 Other Physical Characteristics. Both ends of a runway, not intended solely for agricultural operations, should have approach and take-off areas clear of objects above a 5% slope for day and a 3.3% slope for night operations. Other recommended landing area physical characteristics are shown on the following diagrams:

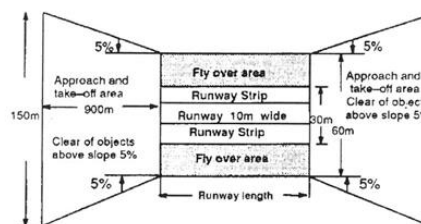


Figure 2A - Single engine and Centre-Line Thrust Aeroplanes not exceeding 2000 kg MTOW (day operations)

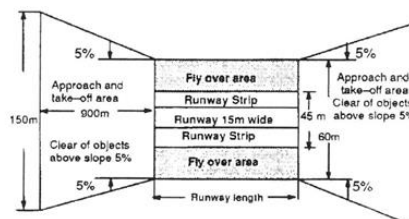


Figure 2B - Other Aeroplanes (day operations)

CAAP 92-1(1)

Guidelines for aeroplane landing areas

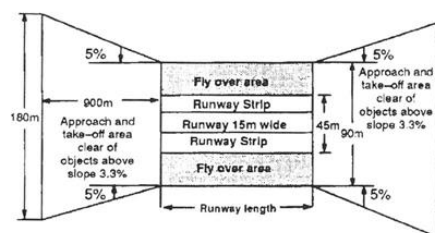


Figure 3 - Dimensions (night operations)

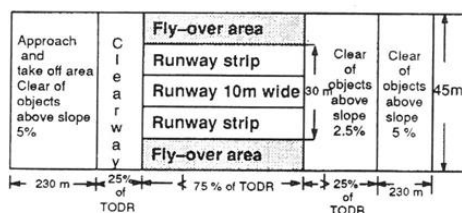


Figure 4 - Dimensions - agricultural day operations

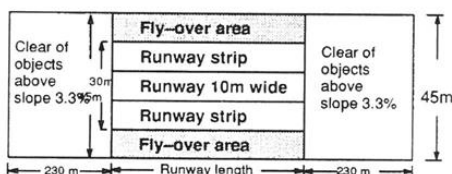
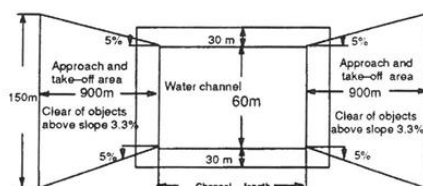


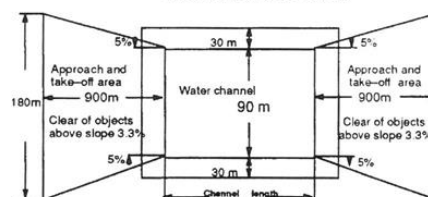
Figure 5 - Dimensions - agriculture night operations

5.6 Float plane lighting areas. For water operations, a minimum width water channel of 60 metres for day operations and 90 metres for night operations is recommended. The depth of water over the whole water channel should not be less than 0.3 metres below the hull or floats when the aeroplane is stationary and loaded to maximum take-off weight. An additional area, as shown in the following diagrams, provides a protective buffer for the water channel but need not consist of water. Where the additional area consists of water then it should be clear of moving objects or vessels under way. The centre line of a water channel may be curved, provided that the approach and take-off areas are calculated from the anticipated point of touchdown or lift-off.



Single Engine and Centre - Line Thrust Aeroplanes not Exceeding 2000 kg MTOW

Dimensions (day operations)



Single Engine and Centre - Line Thrust Aeroplanes not Exceeding 2000 kg MTOW

Dimensions (night operations)

Figure 6 - Float planes

6 - MARKING OF LANDING AREAS

6.1 Where extended operations are expected to be conducted at a landing area, the owner/operator is encouraged to provide markings similar to those found at government and licensed aerodromes. If markings are provided, they should follow the colours and specifications set out in AIP AGA. A suitable layout is shown at Figure 7.

6.2 Where runway markers are provided which are not flush with the surface, they should be constructed of a material that is not likely to damage an aircraft.

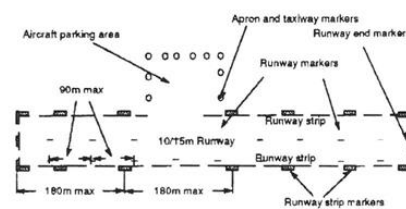


Figure 7 - Typical ALA layout and marking

7 - LIGHTING FOR NIGHT OPERATIONS

7.1 The recommended minimum lighting and layout is as follows:

Guidelines for aeroplane landing areas

CAAP 92-1(1)

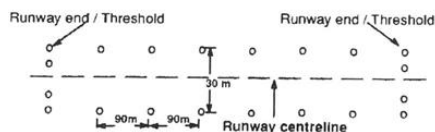


Figure 8 - Lighting for Night Operations

7.2 The lights should, under the weather conditions prevailing at the time of the flight, be visible from a distance of no less than 3000 metres.

7.3 Substitution of runway lights with reflectorised markers is permitted but not recommended by the Authority.

7.4 The different types of reflectorised markers vary in efficiency. Their luminosity can be affected by a number of factors, including equipment cleanliness/layout, the position/strength of the aircraft landing light(s) and meteorological conditions — especially cross winds on final.

7.5 The following lights should not be substituted by reflectorised markers:

- (a) runway end/threshold corner lights;
- (b) lights 90m from each runway end/threshold; and
- (c) lights nearest to the illuminated runway mid-length point.

8 - OTHER FACTORS THAT SHOULD BE CONSIDERED PRIOR TO USING A LANDING AREA

8.1 A pilot should not use a landing area or have an aeroplane engine running unless the aeroplane is clear of all persons, animals, vehicles or other obstructions.

8.2 A pilot should not use a landing area without taking all reasonable steps to ensure the physical characteristics and dimensions are satisfactory. For aerial work and charter operations the operator should provide evidence to the pilot on the suitability of a landing area prior to its use.

8.3 Runway lengths calculated for take-offs and landings should be increased by 50% for agricultural operations on one-way runways at night.

8.4 **Geographic Location.** A landing area should not be located:

- (a) within the area or in such close proximity as to create a hazard to aircraft conducting a published instrument approach, excluding the holding pattern; or
- (b) within any area where the density of aircraft movements makes it undesirable; or
- (c) where take-off or landing involving flight over a populated area creates an unnecessary hazard.

8.5 Except in an emergency, the consent of the owner/occupier is required before a landing area may be used.

8.6 If the proposed landing area is located near a city, town or populous area or any other area where noise or other environmental considerations make aeroplane operations undesirable, the use of such a landing area may be affected by the provisions of the *Commonwealth Environment Protection (Impact of Proposals) Act 1974* and parallel State legislation as well as other legislation. It is the responsibility of the pilot and/or operator to conform with these requirements.

8.7 A method of determining the surface wind at a landing area is desirable. A wind sock is the preferred method.

8.8 The surface of a landing area should be assessed to determine its effect on aeroplane control and performance. For example, soft surfaces or the presence of long grass (over 150mm) will increase take-off distances while moisture, loose gravel or any material that reduces braking effectiveness will increase landing distance.

9 - SURFACE TESTING OF A LANDING AREA

9.1 **Rough Surfaces.** The presence of holes, cracks and ruts will degrade aeroplane performance and handling and increase the possibility of structural damage. The smoothness of a runway

CAAP 92-1(1)

Guidelines for aeroplane landing areas

can be tested by driving a stiffly sprung vehicle along the runway at a speed of at least 75 kph. If this is accomplished without discomfort to the occupants, the surface can be considered satisfactory.

9.2 Soft, Wet Surfaces. A test vehicle as indicated in the table below should be driven in a zig-zag pattern at a speed not exceeding 15 kph along the full length and width of the runway. Particular attention should be paid to suspect areas with possibly three passes over these areas. If tyre imprints exceed a depth of 25mm the surface is not suitable for aircraft operations represented by the test vehicle. Experience may prove that for a certain type of aircraft (eg, an aircraft with small

wheels or high tyre pressure) operations are unsafe with a lesser imprint. Testing with a crowbar should also be done in several places along the runway to ensure that a dry surface crust does not conceal a wet base.

USER AIRCRAFT WEIGHT	SUGGESTED VEHICLE TO BE USED FOR TEST
1. MTOW not exceeding 2000kg	Fully laden utility, Landrover, station sedan.
2. MTOW 2001 kg to 3400kg	Fully laden 1.5 tonne truck or lightly laden 3 tonne truck.
3. MTOW 3401 kg to 5700kg	Fully laden 3 tonne truck
Attention should also be given to the remainder of the strip as this area is provided for run-off in the event of an abnormal take-off or landing.	

Environment and Planning - 21 February 2019

ITEM 10.2 **All Saints' Anglican Church, Collector - Request for Waiver of Council Development Fees**

FILE REFERENCE I19/78

AUTHOR **Director of Environment and Planning**

ISSUE

The Anglican Diocese of Canberra and Goulburn is requesting Council waive all development fees associated with the erection of a proposed amenities building at the rear of the All Saints' Anglican Church, Collector.

RECOMMENDATION That -

1. Council not waive the required development fees associated with the submission of a development application for the construction of an amenities building at All Saints Anglican Church, Collector.

REPORT

The Anglican Diocese of Canberra and Goulburn is requesting Council waive all development fees associated with the erection of a proposed amenities building at the rear of the All Saints' Anglican Church, Collector.

The total cost of fee's based on a CIV of \$110,000 is \$2,625.80 (this fee includes a Long Service Levy fee of \$365.20 which Council has no authority to waiver).

A copy of the written request is attached for Councillors information. Also attached is a copy of Council's Development Application Fee Waiver Policy.

A preliminary search of applications received from 2012 relating to religious organisations has been undertaken. The search has revealed that no fee waivers have been requested and/or provided by Council to date.

POLICY IMPACT

Development Application Fee Waiver Policy.

OPTIONS

1. Council waiver \$2,260.60 of the required \$2625.80 associated development application fees.
2. Council not waiver the required \$2625.80 associated development application fees.

Environment and Planning

ALL SAINTS' ANGLICAN CHURCH, COLLECTOR - REQUEST FOR WAIVER OF COUNCIL DEVELOPMENT FEES cont'd

FINANCIAL IMPACT OF RECOMMENDATIONS

Forfeiture of \$2625.80 in associated fees.

RECOMMENDATION That -

1. Council not waive the required development fees associated with the submission of a development application for the construction of an amenities building at All Saints Anglican Church, Collector.

ATTACHMENTS

1. ↓	Development Application Fee Waiver Policy	Attachment
2. ↓	The Anglican Diocese of Canberra and Goulburn - Request to waiver fees	Attachment

POLICY:-	
Policy Title:	Development Application Fee Waiver Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	24 July 2008
Resolution Number:	219/08
Other Review Dates:	21 June 2012
Resolution Number:	172/12
Current Policy adopted by Council:	15 June 2017
Resolution Number:	165/17
Next Policy Review Date:	2020

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy Developed by:	Director Finance and Administration
Committee/s (if any) consulted in the development of this policy:	N/A
Responsibility for implementation:	Director Environment and Planning
Responsibility for review of Policy:	Director Environment and Planning

OBJECTIVE

To provide assistance to appropriate community groups in development and construction of buildings.

SCOPE

Applies to fees and charges levied by Council in relation to development and construction applications.

ELIGIBLE ORGANISATIONS

Registered not-for-profit, charitable and/or community organizations and community sporting clubs within Upper Lachlan Council local government area.

CIRCUMSTANCES WHEN FEES CAN BE WAIVERED

Developments on any Council or Government-owned or Community trust-held land within the Council area, which will be for the benefit of the local community.

POLICY

1. If an application is for development which does not benefit the community, the fees shall not be waived. In all other circumstances the fees shall be waived as follows:
 - Development Application fee – 100% waived
 - Construction Certificate fee – 100% waived
 - Inspection fee – 100% - waived
 - On-site Sewage Management Application fee – 100% waived
2. Any organisation that meets the criteria of an eligible organisation (as outlined in this policy) for consideration by Council for the reduction or waiving of development and construction related fees are to send a written request to Council's General Manager.

RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include:

- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Regulation 2000
- Local Government Act 1993
- Local Government (General) Regulation 2005

VARIATION

Council reserves the right to vary or revoke this policy.



the **anglican diocese** of canberra and goulburn

DIOCESAN SERVICES
LEVEL 4
221 LONDON CIRCUIT
CANBERRA CITY, ACT
ABN 31 478 820 508

Please address all correspondence to:
GPO BOX 1981
CANBERRA, ACT 2601
T (02) 6245 7101
F (02) 6245 7199

6 February 2019

Mr John Bell
General Manager
Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581

By email: jbell@upperlachlan.nsw.gov.au

Dear Mr Bell,

**RE: Construction of Amenities Building
All Saints Anglican Church
Bourke Street, Collector NSW**

I am writing on behalf of the Anglican Church Property Trust Diocese of Canberra and Goulburn, seeking exemption from all Council related fees in relation to the above project.

All Saints Collector is a ministry unit the Anglican Diocese of Canberra and Goulburn and as such is a not for profit religious organisation.

The Anglican Church Property Trust Diocese of Canberra and Goulburn (ACPT) is the corporate trustee for the Diocese and exists in the category of "other incorporated entity" under specific legislation. Property of the Diocese is held in the name of the Trust and formal contracts in writing by the Diocese or any of its ministry units are entered into by the Trust as trustee for the Diocese.

All Saints Collector has a significant presence in, and provides practical ongoing support to, the local community, this includes:

- Holding monthly worship services, with intention to provide fortnightly services in the near future
- Assisting families with food parcels in time of crisis through the support of Anglicare NSW South, NSW West and ACT
- Assisting to provide land and building use to the Collector Pumpkin Festival
- Hosting the annual Christmas in Collector community picnic and Carol services
- Provision of ANZAC Day and Remembrance Day Services for the local community
- Hosting RUOK days, with the support of the local businesses, to promote mental health awareness

The proposed new amenities building with a specific disabled access toilet facility, baby changing facilities, adaptable meeting space and a kitchen will be a valuable asset not only for the church but for the local community and its economy.

The costs of the construction of the amenities building is estimated to be up to \$110,000.

To assist in funding this project, in 2016 a portion of adjacent church land was subdivided and sold by the ACPT on behalf of All Saint Collector.

Some of these funds are also assisting to pay for a Chaplain to be in the community providing all the above noted services and in addition Pastoral care for people in the local community who are experiencing hardship, poor health and isolation due to circumstance.

The support of Upper Lachlan Shire Council, through an exemption of council fees for this project, would therefore be greatly appreciated by All Saints Collector and I trust that this request will meet with your favourable consideration.

Should you require any further information please contact Revd Ken King on 0417 494 283 or email Ken@88barnabas.id.au.

Yours sincerely



Trevor Ament
Registrar/General Manager
Secretary, Anglican Church Property Trust, Diocese of Canberra and Goulburn

Cc: Revd Ken King – Hon. Priest, All Saints Collector

11 WORKS AND OPERATIONS

The following items are submitted for consideration -

11.1	Proposed Road name in a subdivision in Breadalbane Road/Church Street , Collector	172
11.2	Replacement Woodville Road Crookwell River Timber bridge	184
11.3	Draft Road Naming Policy and Road Naming register	190
11.4	Taralga Water Supply - Status Report	197
11.5	Works Depot Further report	200

Works and Operations - 21 February 2019

ITEM 11.1 **Proposed Road name in a subdivision in Breadalbane Road/Church Street , Collector**

FILE REFERENCE **I19/50**

AUTHOR **Design Engineer**

ISSUE

Council has received a request for the endorsement of a road name in a 9 lot subdivision in Collector.

RECOMMENDATION That -

1. Council endorse the proposed road name as nominated by the developer, as “Lark Close”

BACKGROUND

Council has granted a development consent 118/2011 for the subdivision of land to create a 9 lot subdivision in Breadalbane Road, Collector. This subdivision has an unnamed subdivision road.

REPORT

Council has received correspondence from the developer, nominating a proposed road name in the development.

The proposed road name is “Lark Close” as indicated on the attached plan in attachment 1 and confirmed in an email in Attachment 2.

The proposed road name “Lark” is considered satisfactory with an initial reply from the Geographical Names Board in attachment 3 and the road type is to comply with the road type document provided in attachment 4. The developer originally had Avenue this has now been changed to “Close” and comply with the standard.

Council will undertake the NSW online road naming system (NORNS) process through the Geographical Names Board portal. This is required and gives a further check from government agencies the ability to comment on this proposal, before final adoption of the names and Government Gazette notification.

POLICY IMPACT

Council Street and Road Naming Policy is subject to a review and needs to be considered when making this decision.

Works and Operations

PROPOSED ROAD NAME IN A SUBDIVISION IN BREADALBANE ROAD/CHURCH STREET , COLLECTOR cont'd

OPTIONS

Council can accept, refuse or replace the name. Refusal or change will initiate an additional process and time for the staff making submission to the NSW State Government.





FINANCIAL IMPACT OF RECOMMENDATIONS

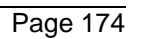
By adopting the proposed name there is no additional financial impact for the Council. Changes to the name will incur additional staff time.

RECOMMENDATION That -

1. Council endorse the proposed road name as nominated by the developer, as "Lark Close"

ATTACHMENTS

1. 	Plan showing Lark Close cul-de-sac	Attachment
2. 	Manfred Dougall & company - Manor Hills Collector Residential - Proposed Road name: Lark Close	Attachment
3. 	E-mail from Geographical Names Board approving "Lark"	Attachment
4. 	Geographical Names Board - Approved Road Name Types	Attachment



From: [Manfred Dougall & Company](#)
To: [Craig Smart](#)
Subject: HPE CM: RE: Manor Hills Collector Residential Subdivision _Lark Cl
Date: Tuesday, 5 February 2019 4:42:04 PM

Dear Craig,

I confirm that Manor Hills Collector Pty Ltd endorses and requests the name "Lark Close" for its subdivision.

Regards
John Dougall
Director

From: Craig Smart [mailto:CSmart@upperlachlan.nsw.gov.au]
Sent: Monday, 4 February 2019 3:07 PM
To: mdougall@tpg.com.au
Subject: FW: Manor Hills Collector Residential Subdivision _Lark Cl

Dear John

I am writing a Council report recommending "Lark Close" as the proposed road name in the Manor Hills residential subdivision.

Can you confirm with a reply email that you are endorsing this name.

This Road Type Close complies with the attached road type for a cul-de-sac.

Regards

Craig Smart
Design Engineer

Upper Lachlan Shire Council
PO Box 10, Crookwell, NSW, 2583

Ph. (02) 4830 1011
Fax (02) 4830 1055
csmart@upperlachlan.nsw.gov.au

From: Craig Smart
Sent: Tuesday, 29 January 2019 1:14 PM
To: 'Manfred Dougall & Company' <mdougall@tpg.com.au>
Subject: RE: Manor Hills Collector Residential Subdivision _Lark Cl

Dear John

Attached is a 3 page document from the Geographical Names Board (GNB) list of approved names for cul-de-sacs.

The GNB is not accepting avenue for a cul-de-sac as shown in the attached document.

Please confirm the road type to use for Lark rd from the approved list.

Thanks

Regards

Craig Smart
Design Engineer

Upper Lachlan Shire Council
PO Box 10, Crookwell, NSW, 2583

Ph. (02) 4830 1011
Fax (02) 4830 1055
csmart@upperlachlan.nsw.gov.au

From: Manfred Dougall & Company [<mailto:mdougall@tpg.com.au>]
Sent: Tuesday, 29 January 2019 11:56 AM
To: Craig Smart <CSmart@upperlachlan.nsw.gov.au>
Subject: FW: Manor Hills Collector Residential Subdivision

Dear Craig,

Please see below email.

In addition the name is not named after a living person.

Yours faithfully

MANFRED DOUGALL & COMPANY

Solicitors & Barristers
15 Montague Street (PO Box 167), Goulburn NSW 2580
DX 5353 Goulburn NSW

Email Address: mdougall@tpg.com.au

Tel: (02) 4821-2228

FAX (02) 4821 9796

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From: Manfred Dougall & Company [<mailto:mdougall@tpg.com.au>]
Sent: Thursday, 20 December 2018 12:24 PM
To: 'csmart@upperlachlan.nsw.gov.au'
Subject: Manor Hills Collector Residential Subdivision

Dear Craig

Alan Longhurst, our surveyor, has passed on to me your request for a brief note as to why Manor Hills Pty Ltd has selected the name Lark Avenue for the subdivision.

The company in selecting the name was looking for an emphasis on flora and /or fauna whilst avoiding any duplication or other objection. The name is concise and has a certain symbolism (see attachment herewith) and is not a duplication or likely to cause confusion with any other name.

If you have any further requirements please let me know by email.

Yours faithfully

John Dougall, Director of Manor Hills Pty Ltd

MANFRED DOUGALL & COMPANY

Solicitors & Barristers

15 Montague Street (PO Box 167), Goulburn NSW 2580

DX 5353 Goulburn NSW

Email Address: mdougall@tpg.com.au

Tel: (02) 4821-2228

FAX (02) 4821 9796

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From: [SS GNB](#)
To: [Craig Smart](#)
Cc: [SS GNB](#)
Subject: RE: HPE CM: RE: HPE CM: FW: NORNS - Two proposed Road Names in Gunning
Date: Tuesday, 29 January 2019 12:37:23 PM

Hi Craig

The proposed name **Lark** is good to go. However if the road is to be a cul-de-sac a different road type would be required.

Thanks
Susan

From: Craig Smart <CSmart@upperlachlan.nsw.gov.au>
Sent: Tuesday, 29 January 2019 12:04 PM
To: SS GNB <SS-GNB@finance.nsw.gov.au>
Subject: RE: HPE CM: RE: HPE CM: FW: NORNS - Two proposed Road Names in Gunning

Dear Sir/Madam

Upper Lachlan Shire Council LGA would like a check a Proposed Road Name in Collector NSW for a subdivision of Lot 2 DP 1049447, before proceeding with the road naming process in NORNS.

Proposed Road Name : **Lark Avenue**

This is shown in Six Maps aerial photograph as a cul-de-sac, when zoomed out .

Can you provide a check on this name for the village of Collector before we commence the proposal ASAP.

The proposed Road Name "Lark Avenue " from the developer is selected for an emphasis on flora and or fauna and is not named after a living person

Regards

Craig Smart
Design Engineer

Upper Lachlan Shire Council
PO Box 10, Crookwell, NSW, 2583

Ph. (02) 4830 1011
Fax (02) 4830 1055
csmart@upperlachlan.nsw.gov.au

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6.10 Road Types

The following road types, derived from AS/NZS 4819:2011, shall be selected as applicable to open ended roads, cul-de-sac or pedestrian only roads.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city blocks or squares.	✓	✓	
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✓		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.			✓
Avenue	Av	Broad roadway, usually planted on each side with trees.	✓		
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			✓
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	✓		
Carpark	Crpk	An area or building where cars or other vehicles may be left temporarily. Shops or residence may also be fronting the carpark.	✓		
Chase	Ch	Roadway leading down to a valley.	✓	✓	
Circuit	Cct	Roadway enclosing an area.	✓		
Close	Cl	Short, enclosed roadway.		✓	
Concourse	Con	Roadway that runs around a central area (e.g. public open space or commercial area).	✓		
Court	Ct	Short, enclosed roadway.		✓	
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.	✓		
Crest	Crst	Roadway running along the top or summit of a hill.	✓	✓	
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross- streets.	✓		
Entrance	Ent	Roadway connecting other roads.	✓		

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	✓		
Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Glde	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psge	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		
Quay	Qy	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Road	Rd	Open way or public passage primarily for vehicles.	✓		
Steps	Stps	Route consisting mainly of steps.			✓
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓		
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	✓	
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.	✓		
Trail	Trl	See 'Track'.	✓		
View	View	Roadway commanding a wide panoramic view across surrounding areas.	✓	✓	
Vista	Vsta	Roadway with a view or outlook.	✓	✓	
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			✓
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.	✓		
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

Works and Operations - 21 February 2019

ITEM 11.2 **Replacement Woodville Road Crookwell River Timber bridge**

FILE REFERENCE **I19/73**

AUTHOR **Assets & Risk Coordinator**

ISSUE

This report recommends to Council to defer the replacement of Woodville Road bridge over the Crookwell River near Binda NSW 2583.

RECOMMENDATION That –

1. Defer the replacement of the bridge to the 2019/20 Operational Plan should Council be successful in securing grant funding under the NSW Bridge Renewal Program – Round 4;
2. Council endorse the NSW Bridge Renewal application lodged on 5 February 2019.

BACKGROUND

Council is scheduled to construct the replacement of Woodville Road Bridge over the Crookwell River as a part of the 2018/19 Operational Plan. This bridge is funded through low interest loans. However, an opportunity is presented that allows Council to apply for 50% Grant funding from the NSW State Government – Bridges Renewal Program – Round Four (4).

NSW Government Transport for NSW – Bridge Renewal Program (BRP) Round four was closing on 5 February 2019 and Council received late notification. Copy of the email attached as Attachment 1 providing evidence of the late notice.

Council staff met to discuss the deferral of the project. Based on the staff meeting, it is recommended that Council apply for the grant funding.

REPORT

Due to time restraints for the funding application (2.5 weeks' time limit) staff recommended utilising the next two (2) replacement timber bridge programed in Council's budget as possible grant applications.

The Woodville Bridge is due for construction in the last quarter of the 2018-2019 year and provides the best chance for funding as there has been prior planning works undertaken which will enable the lodgement of a funding application.

The successful application is expected to be announced by the State Government in April 2019 for use in 2019-2020 year.

Works and Operations

REPLACEMENT WOODVILLE ROAD CROOKWELL RIVER TIMBER BRIDGE cont'd

Woodville road – Crookwell River Timber Bridge is programed for replacement and expected to cost \$580,000.

Based on the recommendation from the staff, it is proposed to continue with the construction of Woodville Road bridge replacement in 2019-2020 financial year, if Council is successful in securing grant funding.

If the NSW Government grant funding is unsuccessful the Delivery programing for Woodville Road Bridge will remain the same and start construction in last quarter of 2018-2019 within the current available staff resources.

If Woodville Bridge is moved to next year – Council's staff resources can be engaged in other Grant funded works, available in special projects in the last quarter of 2019-2020 i.e. Collector Footpaths.

POLICY IMPACT

By adopting the Council resolution, Council could receive an additional \$290,000 to fund the Woodville Bridge. This means the loan amount would be reduced by \$290,000 should the Council be successful.

OPTIONS

Council have the following viable options:

1. Defer the replacement of the bridge to the 2019/20 Operational Plan should Council succeeds in getting the grant funding;
2. Complete the replacement program as budgeted as a part of the 2018/19 Operational Plan;
3. Provide guidance on alternatives.

Option 1 is recommended.

FINANCIAL IMPACT OF RECOMMENDATIONS

If NSW Government BRP grant funding is made available, Council could save \$290,000 (being 50%) of the total bridge project budget of \$580,000.

Council's would require \$290,000 being 50% Council contribution carried over to complete the bridge in 2019-2020 and this amount can be funded through low interest loans.

RECOMMENDATION That –

1. Defer the replacement of the bridge to the 2019/20 Operational Plan should Council be successful in securing grant funding under the NSW Bridge Renewal Program – Round 4;
2. Council endorse the NSW Bridge Renewal application lodged on 5 February 2019.

Works and Operations

REPLACEMENT WOODVILLE ROAD CROOKWELL RIVER TIMBER BRIDGE
cont'd

ATTACHMENTS

1. 	NSW Government Transport for NSW - Bridges Renewal Program - Round Four - Closes 5 February 2019 - Copy	Attachment
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John Levien

CE 2019/143.

From: freight <freight@transport.nsw.gov.au>
Sent: Wednesday, 16 January 2019 2:40 PM
To: freight
Cc:

info@albanycity.nsw.gov.au; council@armidale.nsw.gov.au; council@ballina.nsw.gov.au; council@balranald.nsw.gov.au; council@bathurst.nsw.gov.au; council@begayvalley.nsw.gov.au; council@bellingen.nsw.gov.au; mail@berriganshire.nsw.gov.au; council@blandshire.nsw.gov.au; council@blayney.nsw.gov.au; admin@bogan.nsw.gov.au; bourkeshire@bourke.nsw.gov.au; breshire@brevarrina.nsw.gov.au; council@brokenhill.nsw.gov.au; council@byron.nsw.gov.au; council@cabonne.nsw.gov.au; council@carathool.nsw.gov.au; council@centraldarling.nsw.gov.au; council@cessnock.nsw.gov.au; council@clarencen.nsw.gov.au; mail@cobar.nsw.gov.au; cofts.council@chcc.nsw.gov.au; council@coolamon.nsw.gov.au; council@coonambleshire.nsw.gov.au; mail@cgr.nsw.gov.au; council@cowra.nsw.gov.au; dcc@dubbo.nsw.gov.au; shirecouncil@dungog.nsw.gov.au; council@edwardriver.nsw.gov.au; council@eurocoast.nsw.gov.au; council@federationcouncil.nsw.gov.au; forbes@forbes.nsw.gov.au; council@gilgandra.nsw.gov.au; council@gisc.nsw.gov.au; council@goulburn.nsw.gov.au; mail@greaterhume.nsw.gov.au; admin@griffith.nsw.gov.au; council@infoqunmedah.com.au; mail@gwydir.nsw.gov.au; mail@hay.nsw.gov.au; mail@hilltops.nsw.gov.au; council@inverell.nsw.gov.au; jsc@june.nsw.gov.au; ksc@kempsey.nsw.gov.au; council@kiama.nsw.gov.au; council@kyogle.nsw.gov.au; council@lachlan.nsw.gov.au; council@lakemac.nsw.gov.au; council@leeton.nsw.gov.au; council@lismore.nsw.gov.au; council@lithgow.nsw.gov.au; ipsc@ipsc.nsw.gov.au; mail@lockhart.nsw.gov.au; mcc@maitland.nsw.gov.au; council@midcoast.nsw.gov.au; council@midwestern.nsw.gov.au; council@mpsc.nsw.gov.au; admin@murrayriver.nsw.gov.au; jerrilderie@murrumbidgee.nsw.gov.au; council@muswellbrook.nsw.gov.au; council@nambucca.nsw.gov.au; council@narrabri.nsw.gov.au; council@narrandera.nsw.gov.au; mail@narramine.nsw.gov.au; council@oberon.nsw.gov.au; council@orange.nsw.gov.au; council@parkes.nsw.gov.au; council@pmhc.nsw.gov.au; council@portstephens.nsw.gov.au; council@qprc.nsw.gov.au; council@richmondvalley.nsw.gov.au; records@shellharbour.nsw.gov.au; council@shoalhaven.nsw.gov.au; ssc@singleton.nsw.gov.au; council@snowymonaro.nsw.gov.au; admin@snowyvalleys.nsw.gov.au; trc@tarnworth.nsw.gov.au; temshire@temora.nsw.gov.au; council@tenterfield.nsw.gov.au; tsc@tweed.nsw.gov.au; council@upperhunter.nsw.gov.au; Upper Lachlan Shire Council; council@uralla.nsw.gov.au; Council@wagga.nsw.gov.au; council@walcha.nsw.gov.au; admin@walgett.nsw.gov.au; Council@warren.nsw.gov.au; info@warumbungle.nsw.gov.au; mail@weddin.nsw.gov.au; council@wentworth.nsw.gov.au; Records@wsc.nsw.gov.au; council@yass.nsw.gov.au; administration@hib.nsw.gov.au

Bridges Renewal Program - Round Four closes 5 February 2019

Bridges Renewal Program - Round Four closes 5 February 2019

Round Four of the Australian Government's Bridges Renewal Program is open for submissions until 5 February 2019.

The Bridge Renewal Program (BRP) is investing in crucial bridge infrastructure projects. The objectives of the BRP are to upgrade and repair bridges to enhance access for local communities and higher productivity vehicles.

Program eligibility for Round Four is limited to councils only, to allow for a wider distribution of projects.

Councils are encouraged to apply for funding for bridge projects. Councils can seek funding for the replacement of up to two timber bridges in their Shire. Round Four proposals must be submitted by 11:59pm Australian Eastern Daylight Time (AEDT) on **5 February 2019**.

The Australian Government will contribute up to 50 per cent to the total project costs, with a maximum amount of \$700,000 per project or \$1.4 million per proponent. This will allow local governments to fast track their most important infrastructure needs.

Proponents are encouraged to consult with industry and the community on their proposed projects to ensure industry priorities and community views are considered in the development of proposals.

Contact information

The Bridges Renewal Program is managed by the Department of Infrastructure, Regional Development and Cities.

All enquiries can be addressed to bridgesrenewal@infrastructure.gov.au or by phone on [02 6274 8040](tel:0262748040).

Further information on the program and how to apply is available online on the Department's website at www.infrastructure.gov.au/bridges.

Eligibility requirements

To be eligible under Round Four of BRP:

- Proponents must be a local government entity;
- The bridge must be a publicly accessible road bridge;
- Proponents must contribute at least 50 per cent of costs – proponents are able to combine state/territory and/or private sector funding to obtain 50 per cent funding;
- Construction must not have commenced, or be due to commence and tenders must not have been awarded. Construction means actual on ground works at the project site and/or the fabrication of major components off site. Construction prior to Departmental advice your project can commence will result in funding for the project being withdrawn by the Department;
- Construction must be scheduled to start by 31 December 2019 and completed by 31 December 2022;
- An Eligibility Checklist is provided in the first part of the *Proposal Form*. You must be able to answer 'Yes' to all questions. If you consider that you are eligible but you have responded 'No' to one of the questions, you can contact the Department of Infrastructure, Regional Development and Cities to discuss.

How to apply

Round Four proposals will only be accepted through the Department of Infrastructure, Regional Development and Cities' Infrastructure Management System (IMS). From 7 January 2019, the existing local government IMS access manager in each Shire Council will be able to access and upload completed Round Four application forms using their existing IMS credentials.

Technical support is available through the IMS Help Desk on 02 6274 6782.

Please note: the Bridges Renewal Program is managed by the Australian Government. Transport for NSW does not manage the program, and cannot provide further information on it.

Transport for NSW can assist Councils with identifying funding opportunities for the repair and/or replacement of key assets, especially where partial funding has already been received.

If Councils have a new project, they may wish to also apply for funding under the Fixing Country Roads program. More information is available online here: <https://www.transport.nsw.gov.au/projects/programs/fixing-country-roads>

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Works and Operations - 21 February 2019

ITEM 11.3 **Draft Road Naming Policy and Road Naming register**

FILE REFERENCE **I19/77**

AUTHOR **Assets & Risk Coordinator**

ISSUE

Council's current Road Naming Policy is out of date and requires an update. This report explains the update and invites the community to suggest street and road names for adoption.

RECOMMENDATION That -

1. Council place the attached revised Road Naming Policy on public display for 28 days;
2. Council invites the community to suggest road and street names for inclusion in the proposed Road Naming Register.

BACKGROUND

Council's current Road Naming Policy is out of date. Additionally, Council does not have a list of Road Names pre-approved for future use within the Local Government area as per 7.3 pre-approval of NSW Addressing Use Manual. Copy of the Draft proposed policy is attached as Attachment 1.

Council is not using the NSW online naming system (NORMS) to support automation of road naming application and gazettal process. The primary objective is to continuously improve the efficiency and precision of road naming while supporting the requirement of the NSW Addressing User Manual. Copy of the Manual can be found at http://www.gnb.nsw.gov.au/addressing/nsw_addressing_policies_guidelines.

Spatial Services and GNB are committed to improving the system to support the requirement of the NSW Address Policy

This report address both of the two issues.

REPORT

The update includes the critical role played by Geographic Names Board (GNB) in the naming process and also includes the process to be followed for consultation with relevant stakeholders. The update also aligns the policy document in line with the Addressing User Manual. It is recommended that the policy is placed on public exhibition for comment for 28 days before considering and adopting any changes to the policy.

The policy refers to a NSW Addressing User Manual that is required to update Council internal processes. In order to develop such a register of pre-approved road names, it is recommended that the community is invited to suggest appropriate road names from

Works and Operations

DRAFT ROAD NAMING POLICY AND ROAD NAMING REGISTER cont'd

their area. Once the names are accepted into the pre-approved list of road names, Council can consider selecting those names in accordance with the NSW Addressing User Manual 7.3 Pre-approvals.

POLICY IMPACT

If the revised policy is adopted, it will replace the previous policy.

OPTIONS

Council can choose to defer, adopt or replace the recommendation with alternatives.


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council place the attached revised Road Naming Policy on public display for 28 days;
2. Council invites the community to suggest road and street names for inclusion in the proposed Road Naming Register.

ATTACHMENTS

1. 	DRAFT Street and Road Naming Policy - Council meeting 15 November 2018 - Review November 2018	Attachment
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POLICY:-	
Policy Title:	Street and Road Naming Policy
File reference:	
Date Policy was adopted by Council initially:	28 August 2008
Resolution Number:	242/08
Other Review Dates:	15 November 2018
Resolution Number:	
Current Policy adopted by Council:	xx
Resolution Number:	xx
Next Policy Review Date:	2020

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	
Committee/s (if any) consulted in the development of this policy::	
Responsibility for implementation:	Director of Infrastructure
Responsibility for review of Policy:	Coordinator Assets and Risk

Objective

The objective of this document is to provide consistent format to be followed for the naming of public road in Upper Lachlan Local Government Area. The policy will ensure road names conform to the road naming principles outlined in NSW Addressing User Manual

Definitions

Classified Roads are Defined in the NSW Roads Act 1993.

Public Road means:

- (a) any road that is opened or dedicated as a public road, whether under the NSW Roads Act 1993 or any other Act or law; and
- (b) any road that is declared to be a public road for the purposes of the NSW Roads Act 1993.

Roads Authority means as defined within the NSW Roads Act 1993, and declared to be a roads authority in relation to a particular public road.

- (a) The RMS is the roads authority for all freeways.
- (b) the minister is the roads authority for all Crown roads.
- (c) the regulations may declare that a specified public road, or for all public roads within a specified area, other than any freeway or Crown road.
- (d) the council of the local government area is the roads authority for all public roads within the area, other than:
 - I. any freeway or Crown road; and
 - II. any public road for which some other public authority is declared by the regulations to be the roads authority.

RMS means the Roads and Maritime Service constituted under the Transport Administration Act 1988.

Road Naming Principles

Section 6.7 of NSW Addressing user Manual

1. Ensuring Public safety and service Delivery
2. Language
3. Roads to be Name
4. Uniqueness, Duplication
5. Acceptable Road Names
6. Commemorative Road Names
7. Road Extents
8. Suffixes, Prefixes and irectional Indicators
9. Amending Road Names

10. Road Types
11. Cross-Jurisdictional Naming or Renaming
12. Name of Water features or island

Road Naming Processes

General

The Geographic Names Board (GNB) is responsible for assigning names to places anywhere in NSW.

The Board has prepared Guidelines for the naming of roads, a copy of which is attached. A copy of this should be provided to all developers to assist them when proposing names to roads within their developments.

Road Naming / Renaming a road

The process for naming or renaming a road is defined in NSW Addressing user manual chapter 8, the following are the process work flow tasks

- Define Road extent and select a Road name
- Check name against gazetteer, principles and Policies
- Help and suitability advice
- Consultation with public and authorities
- Finalise proposal and submit to GNB
- GNB secretariat considers proposal
- GNB considers proposal
- Update Gazetteer Council Issue Gazettal Notice
- Appeal Decision – Referral to Road Minister
- Notification and Signage

The NSW Addressing user manual has detailed process and task descriptions as a guide.

Process Considerations by Council

1. When naming or renaming a public road, Council must consider:
 - i. letters will be forwarded to neighbours seeking their submissions within 21 days for new name(s); and
 - ii. A public notice of the proposal is published in a local newspaper seeking submissions within 21 days;
 - iii. At the expiration of the 21 days period of time, a letter will be forwarded to the GNB indicating that Council is proposing to either name an unnamed road or to re-name an existing named road, as the case may be.

The letter should indicate the name(s) proposed, the views of any local residents and whether there are any other names that might be considered. Council must give the GNB at least 30 days to respond.

- iv. Following the response from the GNB, if there is an objection a review of the name proposed must be conducted.
- v. If the GNB approves the proposed name, a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed and confirmation that the GNB has no objection to the name or names proposed. A brief overview of the process involved in naming or re-naming roads should also be included. Any decision by the Council at this stage can only be that it is proposing a road name from the choices submitted.
- vi. Following a decision by Council to the proposed naming or re-naming of a road:
- vii. Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision and what was happening now;
- viii. Publish a notice of the proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days
- ix. Notify the relevant NSW State Government Agency of the proposed name for registration and if required serve a notice on the affected agencies inviting submissions, in writing to the Council, within 21 days.
- x. If the Council resolves to adopt the proposed name:
 - (a) Publish a notice in the relevant Gazette and in a local newspaper giving (in the case of a road that is being named for the first time) a brief description of the location of the road; and
 - (b) Notify the NSW State Government Agency of the new name and the agency if required will inform the following, given sufficient particulars to enable the road to be identified:
 - Australia Post;
 - the Registrar General;
 - the Surveyor General;
 - the Chief Executive of the Ambulance Service of NSW;
 - Fire and Rescue NSW;
 - the NSW Rural Fire Service;
 - the NSW Police Force;
 - the State Emergency Service;
 - the New South Wales Volunteer Rescue Association Inc; and
 - in the case of a classified road – the RMS.
 - (c) Inform everyone who has made a request or submission and neighbours of Council's decision.
 - (d) Update Council records and relevant signs.

Responsibility

Director of Infrastructure

Provide Vision, Goals, Objective and Policy direction and resolves disputes with respect to this policy in line with direction from Council.

Design Engineer

Provides, advertise, adopts, apply for approval to GNB and receives and use road names for naming purposes and help with road naming register.

Asset & Risk Coordinator

Maintain and update this policy and the road naming register.

RELEVANT LEGISLATION AND COUNCIL POLICY AND PROCEDURES

The following Legislation and Council Policies and documents that are relevant to this Policy include:-

Geographical Names Act 1966
Road Act 1993
Road (General) Regulation 2000
Crown Land Act
Environment & Plan Act 1979
Local Government Act 1993
Transport Administration Act 1988
Surveying & Spatial Information Act 2002
Surveying & Spatial Information Regulation 2012

Works and Operations - 21 February 2019

ITEM 11.4 **Taralga Water Supply - Status Report**

FILE REFERENCE **I18/694**

AUTHOR **Manager of Operations**

ISSUE

This Status Report highlights the works completed and works required in the foreseeable future to ensure the security of the Taralga Water Supply.

RECOMMENDATION That -

1. Council continue to seek appropriate grant funding to assist with the Taralga Water Supply works that are yet to be funded.

BACKGROUND

This report provides information on the works completed and works required in the foreseeable future for the Taralga Water Supply.

REPORT

The development of the Taralga Water Supply treatment works into a system that provides a high degree of water supply security has been continuing for some time.

The current system includes the following infrastructure:

- A river and bore water extraction system;
- An off-river storage pond;
- A containerised water treatment system including a membrane filter and chemical dosing equipment;
- A treated water storage service reservoir;
- A system of gravity water mains to service the community.

The facility is located on Martyn Street near the north-west corner of Taralga, Figure 1 provides an aerial view of the Taralga Water Supply Treatment Facility featuring Off River Storage Pond, Water Treatment Component Cluster, Circular Treated Water Storage Reservoir and disused buildings located on Martyn Street road reserve.



Figure 1 – Aerial view of the Taralga Water Supply Treatment Facility featuring Off River Storage Pond, Water Treatment Component Cluster, Circular Treated Water Storage Reservoir and disused buildings located on Martyn Street road reserve.

Future works to ensure that a high degree of water security can be maintained include the following:

Budget Approved December 2018

The approved budget in December 2018 will address the:

- Provision of algae control;
- Upgrading of the raw water pumping system at the off-river storage;
- Augmentation of the existing water filtration, chemical dosing and chlorination system – Stage 1.

Procurement orders have been placed for the above works, and installation will occur progressively over the coming months.

Yet to be funded:

However, there are additional works required to provide reasonable confidence with respect to the quantity and quality of water delivered to the township of Taralga. These works include:

- Connect and provide process control for bores to feed directly to treatment facility;
- Telemetry and data system upgrade;
- Lining of the off-river storage with an appropriate liner;

Works and Operations

TARALGA WATER SUPPLY - STATUS REPORT cont'd

- Provision of shedding to provide protection from harsh weather conditions;
- Augmentation of the existing water filtration, chemical dosing and chlorination system to improve treatment capacity – Stage 2;
- Provision of Solar Power;
- Site improvement works and landscaping;
- Connect Gray Park Irrigation to bore water supply to reduce demand on treated water system.

A grant application process is being pursued with the assistance of Canberra Region Joint Organisation (CRJO) to assist with financing the above items.

The brief for the grant application is as follows:

“Taralga does not have a secure and sustainable water supply. Water treatment upgrade is required to mitigate risks to drinking water quality and quantity failures. The existing plant was constructed as a stop gap measure and is becoming unreliable with many breakdowns and numerous operator callouts. A detailed scope development and study is required to initiate the project. This would be followed by Design Development and Planning; Consultation and Regulatory Approvals; and then Construction and Commissioning of a suitable water treatment option to achieve the required outcomes.”

POLICY IMPACT

The proposed additional works that are yet to be funded will improve the reliability and security of water supply within the township of Taralga. If the work does not proceed, Taralga on occasions may face water restrictions or worse, supply failure at some time in the future.

OPTIONS

1. Council seek grant funding to assist with the works yet to be funded;
2. Council commit the funds to undertake the necessary works and raise water charges as required;

Option 1 is the recommended option as this will keep the cost of water affordable to community members.

FINANCIAL IMPACT OF RECOMMENDATIONS

To be considered once grant funding possibilities have been explored and grant funding is known. Council may be required to make contribution towards the proposed works that are yet to be funded.

RECOMMENDATION That -

1. Council continue to seek appropriate grant funding to assist with the Taralga Water Supply works that are yet to be funded.

ATTACHMENTS

Nil

Works and Operations - 21 February 2019

ITEM 11.5 **Works Depot Further report**

FILE REFERENCE **I19/8**

AUTHOR **Director of Works & Operations**

ISSUE

This report recommends that the further report on the heavy vehicle station and works depot is deferred until the March 2019 Council meeting.

RECOMMENDATION That -

1. Council receives a further report on the Works Depot and heavy vehicle station during the 21 March 2019 Council Meeting.

BACKGROUND

Council previously resolved to address the issues surrounding the upgrades to the works depot. These resolutions include:

1. Min 270/18 "A further report is required from the Director of Works and Operations to clarify the current classification of the subject land, and if it is classified as Community Land then Councils responsibilities under the Local Government Act to reclassify the land as Operational. The further report should also clarify the amount of compensation that needs to be paid to acquire this land."
2. Min 305/18 "That Council defers any decision on the future of the Crookwell Depot, either short term or long term until a further report is provided to Council by the Director of Works and Operations on the total cost of the proposed works as detailed in this report to upgrade the facilities in the Depot to comply with WH&S and Environmental requirements."
3. Min 365/18 "That part 4 of Resolution No 270/18 and Resolution No 305/18 be the subject of a further report to Council, at the 21 February 2019 Council Meeting."

This report recommends that a decision is deferred until staff can obtain further necessary information to enable to Councillors to make an informed decision.

REPORT

Council staff are yet to finalise the investigation associated with the above resolutions. Therefore it makes sense to defer a decision until some more information is obtained by staff to help make a more informed decision.

POLICY IMPACT

Nil

Works and Operations

WORKS DEPOT FURTHER REPORT cont'd

OPTIONS

Council can choose to make a decision based on the information available at the time of decision. Council can defer or make a decision should it chooses to do so.

FINANCIAL IMPACT OF RECOMMENDATIONS

There is no immediate financial pact of the decision should the recommendation is approved by Council.

RECOMMENDATION That -

1. Council receives a further report on the Works Depot and heavy vehicle station during the 21 March 2019 Council Meeting.

ATTACHMENTS

Nil

12 FINANCE AND ADMINISTRATION

The following items are submitted for consideration -

12.1	Additional Rebate for Undetected Water Leak - Crookwell Neighbourhood Centre	204
12.2	Review of Information Technology Strategic Plan	206
12.3	Quarterly Budget Review Statements - 2nd Quarter 2018/2019	229

Finance and Administration - 21 February 2019

ITEM 12.1 **Additional Rebate for Undetected Water Leak - Crookwell Neighbourhood Centre**

FILE REFERENCE I19/75

AUTHOR **Director of Finance and Administration**

ISSUE

A request for a further rebate on water usage charges – Crookwell Neighbourhood Centre.

RECOMMENDATION That -

1. Council approve a once only write-off of \$3,855.85 in water usage charges on Account Number 918 for Greater Southern Area Health Service, c/- Neighbourhood Centre, Crookwell.

BACKGROUND

The property at 48 Denison Street, Crookwell, is owned by the Greater Southern Area Health Service, a NSW Government Department. The property is dedicated to the operation of a non-for-profit organisation, the Crookwell Neighbourhood Centre Inc. under a 99 year lease arrangement. To obtain background as to its operations, Council contacted the Hub Co-ordinator who provided the following background information.

The Crookwell Neighbourhood Centre is a Centrelink agent and provides vacation care, before and after school care and mobile pre-school, mobile long day care, “Community Hub” and provide emergency and planned respite for a range of carers programs. The Centre’s services extends from Crookwell to Collector, Binda, Taralga and Laggan.

The Centre receives its funding for community services/programs from State and Federal Governments however funds can not extend to Council rates and water payments. The Centre is strictly a not for profit organisation and funding is allocated wholly to programs leaving no residual funds to be used for other purposes.

The absence of funding to the Centre from other tiers of government should not automatically make Council responsible for the cost of the water supplied to the premise and lost due to faulty plumbing. However, a further concession may be considered appropriate for the circumstances outlined.

REPORT

In September 2018, the abnormally high water meter reading caused concern for Council’s Water Attendants and Council alerted the Neighbourhood Centre to a water leak on the property. Consequently, the Centre’s management organised plumbing repairs and Council issued the Neighbourhood Centre a water account of \$8,111.69.

Finance and Administration

ADDITIONAL REBATE FOR UNDETECTED WATER LEAK - CROOKWELL NEIGHBOURHOOD CENTRE cont'd

The Hub Co-ordinator immediately contacted Council for options and information regarding the Undetected Water Leaks Policy was sent to the Neighbourhood Centre.

In November 2018, the Centre submitted a claim for a rebate under the Undetected Water Leaks Policy. The Centre asked Council to take into consideration their not-for-profit status and that the excessive water account could jeopardise their ability to run community programs.

The Centre was eligible to claim a rebate and Council has already applied the maximum rebate of \$400 under the Undetected Water Leaks Policy. The rebate reduced the balance of the account to \$7,711.69 however the water account remains high. The Centre's water use account fluctuates but average \$130 per cycle with an average consumption rate of 54.35 kilolitres from 2010 to March 2018.

Date	Reading	Consumption	Daily Average	Bill Amount
19/09/2018	5426	2,177	11.1071	\$ 8,111.69
07/03/2018	3249	71	0.388	\$ 205.19
05/09/2017	3178	39	0.2349	\$ 111.10
23/03/2017	3139	56	0.2814	\$ 157.92
05/09/2016	3083	61	0.3245	\$ 166.95
01/03/2016	3022	33	0.1833	\$ 88.77
03/09/2015	2989	21	0.1141	\$ 54.67
03/03/2015	2968	29	0.2458	\$ 74.24

The water reduction request from the Centre states "we ask that the account is significantly reduced and would appreciate any reduction that the Council feels appropriate." In similar circumstances Council has applied a one-off 50% reduction.

POLICY IMPACT

The maximum rebate under the Undetected Water Leaks Policy has been applied. The Policy states that Council reserves the right to vary the terms and conditions of this Policy to ensure it meets the requirements of the relevant legislation.

OPTIONS

1. Council approve a write-off of \$3,855.85 in water usage charges. (Original account of \$8,111.69 less \$400 rebate is \$7,711.69 less 50% is \$3,855.85); or
2. Council approve a write-off of a different amount in water usage charges; or
3. No further rebate on water usage charges be approved.

FINANCIAL IMPACT OF RECOMMENDATIONS

A reduction or write-off of \$3,855 in Council's water supply fund usage charges income.

RECOMMENDATION That -

1. Council approve a once only write-off of \$3,855.85 in water usage charges on Account Number 918 for Greater Southern Area Health Service, c/- Neighbourhood Centre, Crookwell.

ATTACHMENTS

Nil

Finance and Administration - 21 February 2019

ITEM 12.2 **Review of Information Technology Strategic Plan**

FILE REFERENCE **I18/682**

AUTHOR **Director of Finance and Administration**

ISSUE

Review of Council's Information Technology Strategic Plan.

RECOMMENDATION That -

1. Council adopt the Information Technology Strategic Plan 2019-2021.

BACKGROUND

Nil

REPORT

Attached to this report is the updated Upper Lachlan Shire Council Information Technology Strategic Plan 2019-2021 recommended for Council adoption.

POLICY IMPACT

This is a review of the existing Council Information Technology Strategic Plan 2015-2018.

OPTIONS

Nil


FINANCIAL IMPACT OF RECOMMENDATIONS

Nil

RECOMMENDATION That -

1. Council adopt the Information Technology Strategic Plan 2019-2021.

ATTACHMENTS

1. 	Information Technology Strategic Plan 2019 FINAL - February 2019	Attachment
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STRATEGIC PLAN:-	
Title:	Information Technology (IT) Strategic Plan 2019-2021
File Reference:	F10/618-03
Date Plan was adopted by Council initially:	25 January 2007
Resolution Number:	17/07
Other Review Dates:	17 June 2010 and 19 December 2013
Resolution Number:	235/10 and 405/13
Current Plan adopted by Council:	21 February 2019
Resolution Number:	XX/19
Next Plan Review Date:	2022

RESPONSIBILITY:-	
Plan developed by:	Director of Finance and Administration and Information Systems Coordinator
Committee/s (if any) consulted in the development of this Plan:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Plan:	Information Services Coordinator

1. Executive Summary

The Information Technology (IT) Strategic Plan has been developed to document the strategic steps that the Council will take to utilise Information Technology to improve the following:-

- To allow users to maintain accurate data to allow well informed decisions to be made by Council employees, Management and Councillors;
- To allow quality information to be made available to the community;
- To assist Council in their interaction with the community; and
- To improve the productivity of Council employees.

The Information Technology Strategic Plan will become an integral component of Council's strategic direction and will continue to evolve with ongoing consultation with Councillors, Council's senior management and employees at all levels in the organisation.

2. Introduction

The need to plan and document ideas, advice and recommendations in a clear and coherent manner is something that organisations of all sizes must satisfy to ensure the correct decisions can be made. The IT Strategic Plan is designed to implement Upper Lachlan Shire Council's business objectives and service requirements to users, constituents and regulatory authorities.

Information Technology is not just about software and hardware, but rather is about how Council integrates their corporate applications to improve the decision making capabilities at a planning level. It is also about being effective in the areas of management practice, applications choice, user sophistication, technical and human resources. This plan is designed to ensure that IT strategically positions itself to support Council in its endeavour to make better decisions about its future.

The IT Strategic Plan provides the framework to ensure the efficient use and continued growth and development of Council's information systems and technical infrastructure. The adoption and implementation of the identified strategies are intended to develop better access to, and use of Council Information Technology investment.

The IT Strategic Plan presents a series of projects to be carried out in a 3 year period with the intention of ensuring all facets of the overall objectives of Council are being met.

The IT Strategic Plan recognises that priorities change over time, budgets are altered, and the information technology marketplace is highly dynamic, and that specific implementations may require deviation in order to achieve maximum benefit to the Council.

3. Objectives

The objectives of Upper Lachlan Shire Council's IT Strategic Plan are to address the following issues and provide improved services:-

- Provide authorised and secure access to Council's data and applications;
- Establish a common and consistent approach to IT initiatives;
- Ensure that short and medium term goals for IT are satisfied;
- Provide recommendations detailing a number of options to progress the Council's IT infrastructure and systems in support of the Shire's vision;
- Present and account for Council's present technological state of infrastructure;
- Provide the appropriate IT infrastructure to allow the delivery of services to its constituents through well informed decisions to be made by Council employees, management and Councillors; and
- To control the selection and implementation of systems and technologies that best meet the Council's needs and promote a whole of organisation approach.

4. Vision and Document Intent

1. Information Technology is important to the Council in the delivery of information and services to the community and essential for the administration of the business.
2. This document serves to clarify the way forward for IT developments within the Council. It sets out a vision and a plan for the next 3 years. It is intended to guide medium and short term decisions on technical, staffing and financial issues relating to the development, use and support of IT infrastructure, services and applications;
3. The IT strategy will be flexible and responsive to changes in technology and the needs of the Council and the community. This will be achieved through ongoing consultation and open discussion and will be used as the input for preparing the IT project list which will be formally reviewed on an annual basis;
4. The IT Strategic Plan projects will require independent professional advice and expertise not available in-house, therefore IT consultants will be utilised for high level IT developments and installations;
5. The Information Technology recurrent budget (outlined in Clause 6.6) and internally restricted reserve funds will be the primary source of funding used by Council for financing the IT strategies, services and applications.

Assumptions

1. More aspects of the Council's core functions will be conducted electronically;
2. Users will require a high standard of current facilities, ease of use, reliability, richness of information, integrated services and excellent support; and
3. The number of staff with networked capable devices, increasingly of a portable type, will continue to increase.

4. There will be greater connectivity demand for requirements between Council worksites including water and sewer treatment sites and construction sites.
5. There will be an increased demand for Council to provide Information Technology facilities to allow for staff working away from the office and from remote locations.

Factors influencing the IT Strategic Plan

The IT Strategic Plan and policy decisions will be influenced by, among other things:-

- Requirements of our community;
- Technological advancements in all core business practices;
- Changing dynamics of Council's workforce requirements;
- The objectives as described in the Council's Integrated Planning and Reporting Framework and other Council strategy documents;
- Best practice and opportunities for improvement in all activities;
- Contractual and legal requirements; and
- Financial considerations.

5. Current Issues and State of Play

Upper Lachlan Shire Council network consists of three Council administration offices at Crookwell, Gunning and Taralga, two works depots at Crookwell and Gunning, Crookwell Library and Crookwell Visitor Information Centre, totalling 70 network users at these sites.

ATI Australia were contracted in November 2017 to replace the 3 Mbps managed wide area network (WAN) previously provided by Telstra between the Crookwell and Gunning offices with a new 1 Gbps Microwave link via five radio sites. This has greatly improved the efficiency and availability of computing resources at both offices.

Other sites serviced by Council IT staff that are not connected to Council's microwave link are the Gunning Library, Crookwell Water Works, Crookwell Sewerage Treatment Plant, Gunning Water Treatment Plant, Taralga Water and Sewerage Plants.

Council's Information Systems Coordinator and Information Technology Systems Support Officer operate from the Crookwell office and primarily install, maintain and support Council's IT requirements in conjunction with specialist external contractors.

A total of 104 desktops are deployed with the primary software installed being Microsoft Windows 7 operating system, Civica Authority 6.11, HPE Content Manager 9.1 records management, Microsoft Office 2013, Exponare Enquiry 5.5 GIS and InfoCouncil.

In June 2018 the National Broadband Network (NBN) became available in Crookwell. In August 2018 Council switched from ADSL to two NBN connections which resulted in an improvement in Council's internet access from a maximum of 1 Mbps to 20/48 Mbps and provided the VPN tunnel for the network connection to the Taralga office.

The increasing need for staff IT mobility and computing anywhere at any time is delivered to Councillors and Staff on 30 tablets and 28 smartphones. The main apps in use are Bigtincan Hub for viewing of Council's Business Paper and Minutes, Horizon Water Meter for recording water meter readings, ACTUS for customer request management in the field and Reflect for onsite inspection and maintenance management.

The importance of IT security has been enhanced through a number of initiatives. There is now a network password policy enforcing a minimum of 14 characters which must be changed every 60 days. Dual authentication is required for remote access to Council's network. SonicWall Firewalls are installed to secure our network from unauthenticated access and provide content filtering to block prohibited websites e.g. pornographic, gambling. The SonicWall Analyser provides reporting to track web usage by users, errors or attacks on the network and bandwidth use. Symantec Cloud Endpoint Protection provides centralised device management to block security threats such as viruses and malware.

Hitech Support was contracted for the project to virtualise Council's six servers on one physical server in December 2016. VMWare vCenter 6.5 software now centrally manages ten virtual servers and the two VMWare ESX 6.0 hosts in production and disaster recovery. Veeam 9.5 software is used to backup to disk and tape the virtual servers on a daily basis and replicate to the disaster recovery server. Hitech Support undertake an annual review of the deployment and status of Council's VMWare and Veeam and they are both in a state of minimal risk.

In recent history a new virtual server was implemented by Hitech Support for Microsoft Windows Server Update Services which enables Council IT administrators to centrally manage the distribution of updates and hotfixes released for Microsoft products to network computers. A number of major software upgrades have occurred. Civica's Authority software was upgraded from version 6.5 to 6.11, Trim was upgraded to HPE Content Manager 9.0, Microsoft Exchange 2003 to Microsoft Exchange 2013, Microsoft Windows 2003 server to Microsoft Windows 2012 server, Microsoft Windows XP to Microsoft Windows 7, Microsoft Office 2007 to Microsoft Office 2013.

Outcomex was contracted to replace our outdated and unsupported PABX with a new Cisco telephone system at the Gunning and Crookwell offices. Among other improvements, the new system has provided Council with the capability of an Interactive Voice Response (IVR) which directs callers to choose the Council Department they wish to speak to without having to tell an operator. Outcomex are contracted to assist Council with maintenance and support of the CISCO telephony system.

6. Planning and Funding

A formal planning and prioritising process will be employed to identify strategic IT projects. This process will be agreed to, communicated between relevant stakeholders and appropriately funded on an annual basis.

There are 4 planning component categories as detailed below:-

- **Business Systems**

These are Council wide specialised systems that are used for mainstream or core business. This is the software component of IT and where Council's data is stored, processed and delivered.

- **Data Security / Integrity**

How our data within the Business Systems is protected from loss or corruption and data back-up storage and how it links to other components of Business Systems.

- **End User Support**

How the end user at the desktop is supported. This includes desktop support, standard operating environment and how users interact daily with the Business Systems.

- **Infrastructure**

The non-software component or IT hardware; such as microwave telecommunication network, servers, PC's, smart portable devices, tablets, iPads and network devices. Infrastructure is the delivery mechanisms or conduits for data within the Business Systems.

To achieve the objectives of this Strategic Plan, Council needs to ensure that there is provision of sufficient resources to achieve the following required outcomes:-

1. The provision of sufficient hardware to be able to run programs and to allow all necessary users access so that productivity is enhanced throughout the organisation;
2. The provision of training in these systems so that staff can utilise all options available to the user that are applicable;
3. The provision to be able to upgrade the hardware and software to maintain the current strategic position;
4. E-Commerce (use of website) - Council will assess need for customers to have the ability to electronically lodge services on-line; bookings on-line, lodgement of customer service requests (CRM), and greater availability of general information;
5. Local Area Network (LAN) - Assessment of current network infrastructure and its ability to provide for current business requirements and future growth;
6. Microwave communications and Wide Area Network (WAN) - Assessment of current infrastructure and its ability to provide for current demand and future growth;
7. Information Technology Systems - The location and the usage of data stores and database systems, their purpose and their ability to support functionality and demand, including Civica's Authority platform, CRM and HPE Content Manager EDMS; and

8. Storage Backup and Recovery - The amount of data, where and how it is stored, backup strategies and restore capabilities.

6.1 IT Strategy Project list

1. Planning for future IT considerations must not be an isolated activity but will be purposely integrated into Council's operational planning;
2. The IT Strategy Project list will be completed prior to the completion of the draft budget. The IT project list will be submitted to Council annually for approval; and
3. Any proposed changes to the IT Strategy Project list will require presentation of the proposed project inclusion to the Council Directors. The proposed project submission would need to include detailed information of all resource implications.

6.2 IT services planning will take into account the implications on the number and the required skills of staff

1. Due consideration will be given to the retention of skilled staff, including investment in substantial personal development and training;
2. Workload and support implications will be taken into account when planning new systems and developments. This whole-life costing approach may lead to higher initial costs to reduce long-term demands on staff. This has the following implications:-
 - The desktop operating system and key applications will be standardised. There will be a continued trend to control the desktop environment to reduce the incidence of user service problem requests;
 - Major developments, such as hardware changes to the standard desktop and other IT equipment upgrades will be made when appropriate and will only be followed where there are sound business reasons; and
 - Hardware equipment purchases (i.e. desktops, printers, notebooks and file servers etc.) will be standardised wherever possible. Standardised hardware will simplify administration and configuration of equipment. All IT hardware will be purchased as specified by the Information Technology Support Officer or the Information Systems Coordinator to ensure standardisation, compliance, connectivity and financial approval.

6.3 The planning of new systems will be based on required standards, reliability, ease of upgrade and maintenance

1. Reliability, support and maintainability will be major considerations in the choice of equipment and systems. This will lead to a relatively cautious attitude to the purchase of recently released products and a preference for proven technology. The dangers of acting as a pilot site for new products are recognised and avoided;
2. Reliability and availability will be monitored where average figures would expected to be over 99% for availability of IT services during business hours.

6.4 The Council network infrastructure will continue to be developed with a view to long-term benefit

1. Network infrastructure hardware will be standardised where feasible to simplify maintenance and administration, and preference given to approved manufacturers with extensive warranty terms and responsive and reliable replacement processes;
2. Data cabling for all locations will be specified by the Information Technology Support Officer in collaboration with Council consultants; and
3. The Council will collaborate as appropriate with other bodies over infrastructure design and installation where there are shared interests in non-Council buildings.

6.5 IT infrastructure funding and projects

1. The IT internally restricted reserve is established and is maintained at an adequate level to ensure emergency relief funding is available for disaster recovery purposes;
2. The IT recurrent budget is designed to initiate corporate IT projects. All IT project processes will identify the ongoing maintenance costs of each project, and the implications upon the IT recurrent budget and IT purchases and planning is to incorporate life-cycle costing mechanisms.

6.6 IT Budgeted Resources

The following table is the 2018/2019 recurrent operating budget and capital expenditure program contained within Council's Operational Plan.

<u>The 2018/2019 Information Technology Operating Budget:-</u>	
IT - Information Services Employees - Salaries / Overheads	\$190,248
IT – Civica licences/software/hardware/ASA/helpdesk support	\$85,000
IT - Website maintenance and support	\$4,000
IT - MapInfo and Exponare - licence/maintenance/data integration	\$27,000
IT - Printing, stationery, equipment maintenance and supplies	\$18,000
IT - Consultants Server and Network Support Services	\$15,000
IT - Server and Network Software	\$10,000
IT - Vehicle / Travel expenses and Wi-Fi licence	\$2,000
IT - 5 x Konica Minolta Photocopiers leased	\$18,935
IT - Telephone Handsets and equipment leased	\$9,000
IT - Telstra Connect-IP Managed WAN connection	\$27,500
IT - Telstra iPad and iPhone data plans	\$7,680
IT - InfoCouncil Business Paper Licence Costs and Support	\$10,700
IT - Microwave Towers ACMA Licences, Maintenance and Support	\$17,800
IT - MS Office and MS Project Licence Costs	\$8,000
IT - EFTsure Licence Fees and Support	\$4,560
IT - HPE Content Manager EDMS Licence Costs and Support	\$7,500

Total Information Technology Operating Expenditure	\$462,923
<u>Other operating expenditure:-</u>	
IT Equipment Depreciation expense	\$153,307
Total Budgeted Operating Expenditure	\$616,230
<u>2018/2019 Capital Budget:-</u>	
Data Projector Purchase	\$5,500
IT Software Program management	\$11,600
IT Hardware (Computers (PC) replacements, offices and library)	\$48,500
Hardware – iPads purchases	\$25,500
Hardware – iPhone purchases	\$9,500
Hardware – Works IT equipment	\$12,700
Hardware – E&P additional PC Monitors	\$2,000
Software – Works Civil3D CAD	\$9,000
IT Backup Systems Improvements	\$14,500
IT – Unified CISCO telephone system	\$56,098
UPS Equipment	\$6,800
Replace Printers	\$20,700
Network Improvements	\$7,200
Software – Windows Licences	\$5,000
Software – Electronic Stamping and Stormwater System	\$13,500
IT – ePlanning Suite and integration	\$40,000
IT – Civica Business Portal Migration	\$40,000
Total Budgeted Capital Expenditure	\$328,098

7. Risks

A number of risks have been identified and are fundamentally related to scalability, reliability and productivity. Possible consequences are:-

- Loss of data due to a system and / or file server crashing;
- Loss of data and / or productivity through staff down time caused by external supply outages such as electricity and Telstra interruptions. There is currently no power generator at all three offices;
- Poor decision-making due to poor data output;
- Inability to comply and meet legislative deadlines;
- Inefficient use of IT systems resources;
- Cyber-attacks or hacking into Council databases and email systems corrupting data and taking Council electronically off-line for varied time periods;
- Staff down-time due to systems being unavailable;
- Increased difficulty in recruiting quality staff;
- Failure to satisfy NSW State Records regulation requirements in relation to information security and safeguards;
- Increased reliance on external support or consultants at expensive contract hire rates;
- Financial and legal liability for data breaches;
- Decrease in productivity; and
- Reduction in customer service.

7.1 Technology related

- That systems and data backups do not work and vital and irreplaceable corporate data is lost; and
- Some of our applications and PCs are not easy to use, given their age and other factors and this reduces productivity.

7.2 People related

- There is an over-reliance on “key” users in some areas of Council and these people have become islands of knowledge, therefore creating a risk if they should leave Council;
- Some staff are not following Council IT policies and procedures with the risk of the loss of corporate data; and
- Some employees are using local hard drives to store important documents instead of using network server drives (which are backed up) or HPE Content Manager.

7.3 Process related

- Business processes not clearly defined, therefore impacting on consistency and makes it very difficult to bring new staff up to speed;
- Some workflows are not as efficient as desired and involve duplication;
- Documentation and inspection processes must be up to date and complete in order to monitor the proper functioning of hardware and to flag the expiration of items subject to deterioration (tapes, UPS batteries, etc.) or other equipment; and

- Systems are in place to ensure software security patches are up to date on servers and PCs.

8. Security Issues

8.1 Security is a vital element of IT provisions; including equipment and privacy of information security

1. Backup copies of all information stored on centrally managed file servers will be made daily to disk and tape and will be carefully stored. The primary purpose of such backups is to make it possible to recover critical systems, software and corporate data. The IT Services will not be held responsible for any data stored on local machines except where express permission has been given;
2. The virtual servers are replicated daily to the offsite disaster recovery server;
3. Data backup tapes are to be stored offsite;
4. All equipment will be identifiable in case of theft and appropriate measures will be taken to prevent theft of equipment;
5. All reasonable measures will be taken to preserve privacy;
6. The Council will comply with the Data Protection and Privacy and Personal Information Protection Act 1998 (PPIPA) and the Government Information (Public Access) Act 2009 (GIPA). All non-public information will be protected by an authorisation (password) system and users will be advised on the best practices for data management and security;
7. Appropriate measures will continue to be implemented to protect Council information and systems from external electronic attack (hacking), for instance by the use of up-to-date firewall technology and software for the protection of computing resources from malware and viruses;
8. Central computer equipment will be located in best available accommodation providing adequate space, power supplies, environmental control and security, within the limitations imposed by the current inadequate administration offices;
9. Basic information on the usage of IT systems will be logged and used for general capacity planning and also to enable the tracing of actions which are malicious, cause complaint or contravene Council's Internet and Email Policy, Records Management Policy and /or senior management directives. Such logs will be handled in compliance with all relevant laws and policies;
10. Data storage backups are to be tested at minimum bi-annually to ensure functionality and usability;
11. Storage of sensitive information, particularly employee personal information, on the shared I:drive will be controlled by restricting folder access, creating additional restricted shared drives or by other means available; and

12. Users who have access to, or control of, electronic information will be educated on information security to minimise the risk of a cyberattack.

8.2 IT Disaster Recovery.

1. The Council Business Continuity Plan will incorporate an IT disaster recovery plan;
2. The Council Business Continuity Plan and risk assessments will be reviewed and tested by the Emergency Response Committee.

9. Access and Usability

9.1 Information will be available to those authorised to access

1. This includes Council information which may be sourced from any location using Council owned equipment;
2. A long-term aim is that it should be possible to access (with authorisation) all Council information and systems from any computer, without compatibility constraints or complex setup procedures. This aspect applies to both staff, Councillors and business partners;
3. Improved access, systems speed, functionality and performance will continue to be a major priority where it is technically and economically feasible;
4. Council has implemented electronic security systems for all three administration offices to secure information and ensure the safety of employees and equipment;
5. The web interface will be preferred for all services wherever feasible and it will continue to be utilised as an interface to the ratepayers and community for the provision of free, timely and accurate information relating to Council services, policies and frequently updated information; and
6. IT systems which are compatible with Civica Authority software and allow data integration and interface with their product will be considered as a high priority when purchasing new IT software packages.

9.2 IT will continue the commitment to improve the performance for staff to work from remote locations

1. Working from remote locations is integral to Council's operations. The aim is to improve efficiency and convenience for staff at remote locations;
2. The increasingly electronic nature of the Council will lead to changes in working practices. Working from remote locations in the future should not present data accessibility problems for Council staff; and

3. The provision of services via the internet continues to be a requirement for user access at remote locations.

9.3 Council networked IT systems authorisation for access to equipment

1. A unified authentication system is implemented under which users will be identified by a single user-name and password, not by separate passwords for each system used; and
2. A single point of sign-on, meaning that each user not only has one password, but also needs to give it only once to gain access to many systems.

9.4 Software will be chosen on the basis of suitability, effectiveness and standardisation

1. The cost of software is a significant part of the IT budget and all software licenses will be managed by the Finance and Administration Department. The use of diverse packages for the same task, or the choice of unsuitable packages on price alone, will be discouraged;
2. Software selection will be reviewed in an ongoing process. This will generally be undertaken prior to the update of an application; and
3. Prior to the purchase of any software the IT Systems Coordinator and / or IT Support Officer must be consulted to evaluate the suitability, cost and on-going maintenance requirements. The IT Systems Coordinator will be responsible for the implementation of any new IT systems and will provide support and training in conjunction with key users nominated by a departmental Director. Any new purchases of software systems to be implemented that require IT labour intensive resources for maintenance are to be avoided.
4. The IT Systems Coordinator and / or IT Support Officer will be consulted prior to the commencement of any major infrastructure projects or plant acquisitions with a significant IT component that will require the services of the IT section.

9.5 Hardware evaluation and approval

1. Prior to the purchase of any hardware the IT Systems Support Officer and /or IT Systems Coordinator must be consulted to evaluate the suitability, cost, compatibility and on-going maintenance requirements. The IT Systems Support Officer will be primarily responsible for the installation and ongoing maintenance of hardware purchased.

10. Information Systems and Equipment Status

A

An outline of Council's Information Technology Systems and equipment is as follows:-

- The Upper Lachlan domain is hosted by CommsChoice;
- The Upper Lachlan Council website is hosted by Morpht;
- Upper Lachlan Shire Council's microwave linked wide area network (WAN) consists of three Council administration offices at Crookwell, Gunning and Taralga, two works depots (at both Crookwell and Gunning), Crookwell Library and the Visitor Information Centre in Crookwell. ATI provide maintenance support;
- Two NBN connections used for Council's internet access at 20/48 Mbps and the VPN tunnel for the network connection to the Taralga office;
- Crookwell and Gunning offices contain adequate LAN capabilities in the way of cat 5e and cat6 Ethernet and POE switches;
- Crookwell office has 2 servers (1 Production, 1 Disaster Recovery) hosting the following virtual machines:-
 - Civica Authority financials with Informix database,
 - Civica web server for ACTUS mobile communications,
 - Exponare Server as GIS,
 - Microsoft Windows System Updates Server;
 - Windows 2012 domain controller, file and print sharing,
 - Content Manager (Electronic Document Management Systems for files),
 - Microsoft SQL Server database for Content Manager and InfoCouncil,
 - Microsoft Exchange 2013 for email,
 - Sonicwall GMS/Analyser virtual appliance,
 - Sonicwall Secure Mobile Access virtual appliance,
 - VMWare vCenter Server Appliance.
- Crookwell office has 2 servers (1 Production, 1 Disaster Recovery) for the Unified Telephone Communications System;
- Gunning office has one (1) server – a file and print sharing server;
- There are 104 workstations (PC's) in total:-
 - 51 at Crookwell office,
 - 11 at Gunning office,
 - 3 at Taralga office,
 - 6 at Visitor Information Centre and Crookwell Library office,
 - 2 Offsite General Manager laptop and the Roads Laptop,
 - 9 public PCs at Crookwell Library,
 - 9 public PCs at Gunning Library,
 - 2 at Crookwell Sewerage Treatment Plant,

- 3 at Crookwell Water Treatment Plant,
- 3 at Gunning Water Treatment Plant,
- 3 at Taralga Water Treatment Plant,
- 2 at Taralga Sewerage Treatment Plant.
- A daily backup is obtained in Gunning and Crookwell, the tapes are taken off-site on a daily basis;
- Crookwell and Gunning offices utilise a number of UPS devices that protect equipment from power grid failures and power fluctuations;
- 14 Printers in Crookwell office;
- 4 Printers in Gunning office;
- 2 Printers in Taralga office;
- Receipt Slip Printers – 3 at Crookwell office and 1 each at Gunning and Taralga office;
- 1 Main Line Printer – Gunning;
- 3 Colour Multifunction Photocopiers at Crookwell office;
- 1 Colour Multifunction Photocopier at Gunning office;
- 1 Photocopier in the Taralga CSC office and 1 at Crookwell Depot;
- 1 Canon ipf815 large format printer at Crookwell office;
- 1 Plan Copier at Crookwell;
- 1 Fax Machine at Crookwell, 1 Fax Machine at Gunning office;
- 6 Laptops;
- Provide sufficient PCs for staff training purposes;
- 1 Digital Camera;
- Televisions – 1 at Crookwell office and 1 at Gunning office;
- 22 Apple iPads;
- 65 mobile telephones;
- 3 Data projectors at Crookwell and 1 Data Projector at Gunning;
- Crookwell Library equipment – 10 public access PC's, 1 PC for Library Manager, 1 Konica Photocopier, 1 Fax, ADSL Modem;
- Gunning Library equipment – 10 public access PC's, 1 Konica Photocopier, ADSL Modem;
- Tourism Office has 4 PC's, 1 laser printer, 1 Photocopier, 2 HP desktop Printers and facsimile, ADSL Modem and accounting software;
- 8 tablet devices;
- Symantec Endpoint Virus and Malware Protection;
- Microsoft Office software;
- MapInfo Professional software;
- Exponare Enquiry software;
- AutoCAD software;
- Clear SCADA Telemetry Software;
- Adobe Acrobat Professional;
- Adobe Photoshop;
- Crystal Reports software;
- Microsoft Excel – Asset Register databases;
- Microsoft Excel – Risk Register and Legislation Compliance databases;
- Microsoft Access – Civica Management Reporting databases;
- Microsoft Access – Civica 2019 database;

- Insight Software for Fob Electronic Security System;
- Reflect and RMAP – RMS software;
- Metrocount – Traffic data;
- MicroFocus Content Manager;
- InfoCouncil;
- CBA CommBiz Electronic Banking Software;
- Veeam Backup and Replication;
- VMWare vSphere.

A comprehensive asset register will be maintained to record all Information Technology Systems and equipment showing all relevant details to allow for the identification of:-

- all physical assets including location, original cost and purchase date;
- full descriptions of all software in use including all annual licence fees and expiry dates;
- any other information to allow for informed decisions to be made on the planned replacement and/or upgrade of all Information Technology Systems and equipment;
- warranty information;
- contact details for service or support; and
- details to ensure all licencing requirements are being met.

Photocopiers

A lease agreement with Konica Minolta commenced on 1/5/2018 and expires on 1/5/2023 for these two photocopiers:-

- Bizhub C658 located in the Administration building,
- Bizhub C368 located in the Environment and Planning building.

A lease agreement with Konica Minolta commenced on 2/6/2016 and expires on 2/6/2021 for these six photocopiers:-

- Bizhub C258 located at the Taralga Office,
- Bizhub C258 located at the Crookwell Depot,
- Bizhub C368 located at the Crookwell Visitor Information Centre,
- Bizhub C258 located at the Crookwell Library,
- Bizhub C368 located at the Works Department office Crookwell,
- Bizhub C368 located at the Gunning Office.

The Gunning Library has a Konica Minolta C360 photocopier with no contract and is copy per print service agreement only.

11. Information Systems Selection - Strategic Principles

The principles that should be applied to any Information Technology Services strategy, development, purchase or project must:-

- Support and meet the changing needs of the organisation and its customers;
- Continuously improve business processes and reducing maintenance costs;
- Be reliable and ensure risk management principles are adhered to;

- Interface to current and future systems;
- Improve management of corporate information;
- Promote electronic commerce and communications;
- Be secure, robust and easy to maintain;
- Optimise use of all related technologies;
- Maintain information that is readily available to internal and external users;
- Be based on IT industry standards;
- Ensure the management of existing and future systems should be driven by core policy decisions that identify the aims and objectives of Council's IT systems, and link technology to the cost effective achievement of those objectives; and
- Ensure a business case for all IT initiatives should be developed to demonstrate need and technical requirements and are scalable to accommodate projected future needs.

12. Training

The Council will ensure that employees who use IT systems are able to acquire appropriate skills by the following means:-

1. Training needs will be made apparent in the annual Council Training Plan;
2. The Human Resources Coordinator in conjunction with the relevant Departmental Manager will be responsible for the coordination and provision of training for staff;
3. Civica Authority computer system modules training will be provided as is required and will be coordinated by the Human Resources Coordinator;
4. All relevant staff will be provided with the appropriate training to utilise the HPE Content Manager electronic document management system (EDMS);
5. Manuals and application help will be made available to users of various IT systems wherever it exists and is feasible;
6. Consultants will be used in high end technical areas where training required is extensive, expensive and support opportunities within the Council network are limited;
7. IT staff will be provided with training to support the Council network and other information services infrastructure.

13. IT Recommendations - Next 3 Year Period

1. Replacement program for PC's in order of:-
 - On a needs basis (users who rely on modern PC's for the majority of their duties);
 - Oldest and outdated equipment; and
 - Ideally, on a three year rotational basis.
2. Replacement of a number of PC's at the Crookwell and Gunning Libraries as required in accordance with PC replacement schedule;

3. To provide specialised high end computers to specific personnel to suit their unique needs as authorised by the General Manager;
4. Redundant PC's will have Council information removed from hard drive and will be disposed of in line with Council Disposal of Assets Policy and / or be used for spare components for other PCs;
5. PC's that have operating programs and other such unsupported and outdated programs this software will be replaced immediately;
6. Implement Windows 10 operating system;
7. Monitor the microwave link to achieve the desired network speed and data transfer capacity between Council sites;
8. Improve the networking (fibre/Wi-Fi) to the Gunning depot;
9. Continue to provide improved internet speeds for all users;
10. To coordinate the implementation of mobile smart phones, tablets and laptop computers;
11. Implement mobile device management software e.g. Airwatch;
12. Continue to use automated data backup to disk and tape to ensure data is captured and securely stored off-site on a daily basis;
13. Increase the storage capacity of the backup server;
14. Implement the test restore of data, servers and the environment on an annual basis for disaster recovery readiness;
15. A register will be developed (excel spreadsheet) and maintained to document the inspection and testing undertaken to monitor the proper functioning of hardware and to flag the expiration of items subject to deterioration (tapes, UPS batteries, etc.) or other equipment;
16. Implement VMWare-to-UPS system Power Management integration to elegantly shutdown servers in the event of an extended power outage;
17. Replace redundant UPS units (Uninterruptible Power Supplies);
18. Anti-virus software and spam removal software will be kept up to date;
19. The continued improvement and upgrade of information for Council's website, Facebook and future social mediums;
20. Review the Business Continuity Plan incorporating the IT Disaster Recovery Plan on an annual basis;

21. Arrange Civica, Exponare and other IT software and hardware training as required for Council employees in accordance with Council's Training Plan coordinated by Human Resources Coordinator in conjunction with IT Systems Coordinator;
22. Maintain an Information Technology internal cash reserve so that sufficient funds are available for the necessary and emergency replacement of IT systems;
23. The ongoing documentation of all IT systems, applications and supporting infrastructure;
24. Staff will be instructed annually not to store corporate files on their local c:/drive and passwords should not be shared;
25. Redundant users and former employees logins and email addresses will be promptly deleted by Information Systems Coordinator and IT Systems Support Officer;
26. Train the Works Department staff in the use of ACTUS and attaching photos to CRMs;
27. Implementation of online CRM and online payments and link these to Council's website;
28. Continued ongoing upgrade, at minimum annually, of Council's mapping databases, cadastral data and other GIS data layers;
29. Continued ongoing maintenance and support for the various databases, however review these databases with the view to full integration into the Civica application if the opportunity exists rather than having multiple databases to support;
30. Upgrade of Exponare 5.5 to Spectrum Technology Platform;
31. Continue to meet Council's photocopier requirements, replace as required and monitor usage;
32. Ensure the operating systems of desktops and servers are upgraded to supported versions which are compatible with Council's software;
33. Configure vCentre to utilise Active Directory as an identity source for greater reporting and compliance capability;
34. Increase storage (possible NAS) and memory available for Council's virtual servers;
35. Replace the server at Gunning, make the new server a secondary domain controller and ensure its backup capabilities are sufficient.
36. Implement webcasting and audio recording of Council Ordinary Meetings;
37. Upgrade to InfoCouncil 7 64bit version;

38. Implement Oosoft e-Comp software for position evaluation purposes;
39. Implement Authority Employee Kiosk and emailing of payslips to employees;
40. Implement Authority electronic leave applications and timesheets;
41. Implement the Department of Planning's online development application lodgement when introduced;
42. Implement Authority Building Professionals Board Reporting;
43. Implement Authority Single Touch Payroll requirements;
44. Provide IT requirements in order to meet the ISO 3rd Party certification standard as required by Roads and Maritime Services (RMS);
45. Organise cyber security awareness training for staff including a phishing test (which determines the vulnerability level of our network by indicating how many people may be susceptible to an email-borne security attack); and
46. IT staff to attend training and relevant IT related meetings to keep their knowledge and skills current.

14. Future IT Requirements

1. Investigate the expansion of the microwave link system to include the Crookwell Water Treatment Plant, Sewer Treatment Plant sites and Gunning Library;
2. Investigate the expansion of the unified communication system to include the Taralga office, Crookwell Library and Visitor Information Centre;
3. Investigate feasibility of the upgrade of servers to currently supported versions of software, including VMWare, Authority, Content Manager, Windows server and Exchange;
4. Investigate upgrading to Veeam Enterprise to allow for restoration of single files from tape backup;
5. Investigate SNMP Monitoring for network management;
6. Investigate the provision of free public Wi-Fi at the Visitor Information Centre in Crookwell and to consider the eventuality that free public Wi-Fi may be made available in other public areas in towns;
7. Investigate and costing for a complete Asset Management software solution;
8. Investigate the expansion of our social media presence to include other sites e.g. Instagram;

9. Investigate an intranet solution e.g. SharePoint to improve staff collaboration;
10. Assist where required with the IT provisioning of a new Community and Civic Centre (subject to receiving grant funding for the Civic Centre); When new building constructed provide for a dedicated restricted access climate controlled IT server room and plan for a secure storage area for keeping IT equipment purchases, training PCs, spares, consumables and equipment awaiting decommission.

15. References - Related Legislation, Policies and Plans

The following legislation and policies should be read in conjunction with Council's Information Technology Strategic Plan:-

Relevant Legislation

The following Legislation may affect the operation of this Plan:-

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Local Government (State) Award 2017;
- Anti-Discrimination Act 1977;
- Government Information (Public Access) Act 2009;
- Industrial Relations Act 1996;
- Independent Commission against Corruption Act 1988;
- Privacy and Personal Information Protection Act 1998;
- Work Health and Safety Act 2011;
- Fair Work Act 2009;
- Equal Employment Opportunity Act 1972;
- Ombudsman's Act 1976;
- Environmental Planning and Assessment Act 1979;
- Public Interest Disclosures Act 1994; and
- Crimes Act 1900.

Related Council Policies and Procedures

The following Council Policies and documents that are relevant to this Policy include:-

- Code of Conduct for Councillors, staff, contractors and delegates of Council;
- Council's Code of Meeting Practice;
- Council's Integrated Planning and Reporting suite of documents;
- Records Management Policy;
- Internet and Email Policy;
- Human Resource Training Plan;
- Staff Training Policy;
- Equal Employment Opportunity (EEO) Management Plan;
- Privacy and Personal Information Management Plan;
- Complaints Management Policy;

- Grievance Policy;
- Disciplinary Policy;
- Service Delivery Policy;
- Interaction between Councillors and Staff Policy;
- Bribes, Gifts and Benefits Policy;
- Fraud and Corruption Prevention Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Delegations of Authority Policy;
- Work Health and Safety Policy;
- Mobile Telephone Policy;
- Payment of Expenses and Provision of Facilities Policy;
- Electronic Security System Policy;
- Digital Information Security Policy;
- Social Media Policy;
- Gathering Information Policy;
- Access to Council Documents Policy; and
- iPad Policy.

Finance and Administration - 21 February 2019

ITEM 12.3 **Quarterly Budget Review Statements - 2nd Quarter 2018/2019**

FILE REFERENCE **I19/58**

AUTHOR **Director of Finance and Administration**

ISSUE

A Financial Summary and Key Performance Indicators report for the 2nd Quarter Budget Review in 2018/2019.

RECOMMENDATION That -

1. Council adopts the 2nd Quarter Budget Review Statements for 2018/2019 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

BACKGROUND

This report details the financial summary and Key Performance Indicators for the 2nd Quarter Budget Review in 2018/2019.

REPORT

The Quarterly Budget Review Statements are prepared for Upper Lachlan Shire Council in accordance with the Office of Local Government guidelines. The quarterly review statements are comprehensive and should be read in conjunction with the Operational Plan performance summary report.

The Income and Expenses Budget Review Statement provides an overview of Council operations for the 2nd Quarter of the 2018/2019 financial year. The following is a financial summary of the data as at 31 December 2018 – see Attachment 3:-

1. Council has raised 64% of the operating budgeted income.
2. Council has expended 53% of the operating budgeted expenditure, (includes actual expenditure and creditor commitments).
3. Capital grants and contributions income received is 5% of the revised budgeted capital income.
4. Council has expended 45% of the revised budgeted capital expenditure (including actual capital expenditure and creditor commitments) on asset acquisitions and renewals.

Budget Revotes

Council resolved an original operating budget surplus, before capital grants and contributions, totalling \$309,610.

Since the original budget was adopted there are operational budget net revotes of expenditure and income for the 1st Quarter totalling \$236,800. In the 2nd Quarter there are operational budget net revotes of expenditure and income totalling \$42,500.

The revised net operating budget details a reduced surplus result forecast totalling \$30,310, before capital grants and contributions. The operational and capital budget revotes of income and expenditure and movements in transfer from reserves for the 2nd Quarter are detailed in Attachment 5.

Operational Budget Analysis

Council's operational budget analysis is outlined in Attachment 3. The year to date actual to budget operating income shows that total revenue received year to date is comparable to the anticipated budget forecast. Likewise the year to date actual to budget operating expense shows that total expenditure year to date is similar to that anticipated.

The Operating Budget Review Statement by Function/Activity gives further detail of Council services in Attachment 4. This document shows the net budgeted cost of each Council function / activity and illustrates the cost to Council in providing a particular service.

Capital Budget Analysis

Total capital expenditure budget, for all funds, including accounts payable commitments, is 45% complete at year to date as detailed in Attachment 7. This attachment provides details in regards to progress of each individual capital project.

The General Fund revised capital expenditure program is 49% completed at year to date. Major projects substantially commenced include the local roads gravel re-sheeting from Section 94 funds (62%), Roads to Recovery program on local road gravel re-sheeting projects (80%) and bitumen sealing projects. Projects completed include Gundaroo Road MR52 rehabilitation, Black Spot project on MR258 Wombeyan Caves Road, Bannister Lane road reconstruction project and Grabine Road reconstruction. The DWM green waste service commenced in September 2018.

The General Fund actual capital expenditure year to date is lower than anticipated principally due to delays in the MR256 Abercrombie Bridge replacement and MR248E Kiamma Creek Bridge replacement and delays in the Crookwell landfill project.

Cash flow

Council's projected short term liquidity financial position is satisfactory with the total cash and investments held as at 31 December 2018 totalling \$28.835 million. The cash and investments held at 30 September 2018 totalled \$30.160 million and cash and investments held at 30 June 2018, totalled \$30.005 million.

Finance and Administration**QUARTERLY BUDGET REVIEW STATEMENTS - 2ND QUARTER 2018/2019 cont'd**

The Cash and Investments Quarterly Budget Review Statement (Attachment 6) details the unrestricted cash, internal reserve restrictions and external reserve restrictions both in total and movements to 31 December 2018.

POLICY IMPACT

Nil

OPTIONS

Nil

FINANCIAL IMPACT OF RECOMMENDATIONS

There are operational budget net revotes in the second quarter totalling \$42,500; therefore the projected operational budget surplus is \$30,310. There are capital income and expenditure revotes detailed in Attachment 5 including transfers from internal and external restricted reserves for prior years carry over works and unexpended grant projects.

RECOMMENDATION That -

1. Council adopts the 2nd Quarter Budget Review Statements for 2018/2019 including revotes of income and expenditure to the Operational Plan; and
2. Council endorses the Operational Plan Performance Summary Report.

ATTACHMENTS

1. ↓	Quarterly Budget Review Statement by Responsible Accounting Officer	Attachment
2. ↓	Contracts, Consultancy and Legal Expenses Budget Review Statement	Attachment
3. ↓	Income and Expenses Budget Review Statement	Attachment
4. ↓	Operating Budget Review Statement by Function-Activity	Attachment
5. ↓	Material Variations and Revotes Budget Review Statement	Attachment
6. ↓	Cash and Investment Budget Review Statement	Attachment
7. ↓	Capital Expenditure (Assets) Budget Review Statement	Attachment
8. ↓	Capital Income (Grants and Contributions) Budget Review Statement	Attachment
9. ↓	Operational Plan KPI - 2nd Quarter 2018/2019	Attachment

UPPER LACHLAN SHIRE COUNCIL**Quarterly Budget Review Statement****For the 2nd Quarter 2018/2019, ended 31 December 2018****Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 202(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Upper Lachlan Shire Council for the quarter ended 31 December 2018 indicates that Upper Lachlan Shire Council's projected financial position at 30 June 2019 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income expenditure.

Signed: Andrew G. Croke

Date: 6/2/2019

Andrew Croke
Director of Finance and Administration
Upper Lachlan Shire Council

UPPER LACHLAN SHIRE COUNCIL**Part A****Contracts Budget Review Statement - 2018/2019**

Budget Review for the quarter ended 31 December 2018

Contracts Listing - for contracts entered into during the quarter and have yet to be fully performed, excluding contractors that are on the Council's preferred suppliers list. Contracts for employment are not to be included. Minimum reporting level is \$50,000.

Contractor	Contract detail and purpose	Contract value (GST Inclusive)	Commence Date	Duration of Contract	Budgeted (Y/N)
ARW Multigroup Consturction Specialist	Crookwell Memorial Oval Sporting Ground Upgrade	\$1,673,985	19/12/2018	6 months	Y
Downer Australia	Sparayed Bituminous Surfacing Contract	Schedule of Rates	N/A	1 year and 6 months	Y
Denrith Pty Ltd(Divall's Earthmoving & Bulk)	Winning and Crushing of Gravel Contract	Schedule of Rates	31/11/2018	1 year and 6 months	Y
Mayoh Architects	Architectural Design of Council and Civic Centre	\$135,740	29/11/2018	6 months	Y
Pitt & Sherry(Operations) Pty Ltd	Inspection & Condition Assessment of Bridges for Central NSW Councils	\$116,025	1/10/2018	8 months	N
Solari Water	Purchase of Destratification and Aeration System for Taralga Water Supply	\$53,822	22/11/2018	Supply	N
Johns Lyng Regional Builders	Residential Bldg. Lot 6 Redground Road Crookwell- Water Damage Repairs	\$67,562	27/09/2018	Supply	N
Canberra Isuzu Pty Ltd	Purchase of Isuzu NPR 45-155 Tipper Truck	\$58,740	19/12/2018	Supply	Y
GHD Pty Ltd	Asbestos Registers and Management Plan	\$75,427	28/08/2018	Supply	Y
Agriquip Machinery Co	Purchase of John Deere 9009A Mower	\$78,700	8/11/2018	Supply	Y

Part B**Consultancy and Legal Expenses Budget Review Statement - 2018/2019**

Budget Review for the quarter ended 31 December 2018

Expense	YTD (Actual + Comm \$)	2018/2019 Budget	Budgeted (Y/N)
Legal Fees	\$24,015	\$77,000	Yes
Consultancies*	\$370,944	\$316,000	Partially

* Note: Consultant fees for Building Surveyor Services and Town Planning Services were not in the original budget and are partially funded by salaries and wages budgeted savings and 2017/2018 Council revoted funds to internally restricted reserve fund.

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Consult & Legal Exp

UPPER LACHLAN SHIRE COUNCIL**Income and Expenses Budget Review Statement - 2018/2019
Budget Review for the quarter ended 31 December 2018**

(Actual YTD figures include creditor commitments)

							Actual YTD Pay YTD	50.00% 47.04%
Operational Activities	Actual YTD	Original Budget	1st Quarter Revotes	2nd Quarter Revotes	3rd Quarter Revotes	Revised Budget	% YTD Actual to Revised Budget	Anticipated % Budget YTD
Employee Benefits and On-Costs	5,162,176	10,286,994				10,286,994	50.18%	45.19%
Borrowing Costs	49,923	178,900				178,900	27.91%	29.99%
Depreciation & Amortisation #	3,302,817	6,605,634				6,605,634	50.00%	50.00%
Materials & Contracts	3,896,852	5,751,931	1,324,000	159,825		7,235,756	53.86%	56.78%
Other Expenses	1,847,475	2,533,248	12,800			2,546,048	72.56%	61.28%
Loss on Disposal of Assets	0	103,846				103,846	0.00%	0.00%
Total Expenses from Continuing Operations	14,259,243	25,460,553	1,336,800	159,825	0	26,957,178	52.90%	50.72%
Rates & Annual Charges**	10,471,313	10,595,533				10,595,533	98.83%	100.00%
User Charges & Fees	2,806,666	5,027,976	1,100,000			6,127,976	45.80%	41.82%
Interest and Investment Revenue	327,816	680,700				680,700	48.16%	61.13%
Other Revenues	402,159	731,020				731,020	55.01%	48.72%
Non-Capital Operating Grants and Contributions	3,296,576	8,734,934		117,325		8,852,259	37.24%	43.32%
Gain on Disposal of Assets	0	0				0		
Total Income from Continuing Operations	17,304,530	25,770,163	1,100,000	117,325	0	26,987,488	64.12%	65.83%
OPERATING SURPLUS BEFORE CAPITAL AMOUNTS	3,045,287	309,610	236,800	42,500	0	30,310		
Capital Grants and Contributions	209,418	3,568,423	39,500	315,000	0	3,922,923	5.34%	19.46%
NET RESULT FROM ALL ACTIVITIES	3,254,704	3,878,033	197,300	272,500	0	3,953,234		

Note: Depreciation expense is an estimate and has not been processed for year-to-date.

** Rates and Annual Charges are net of internal/Council rates and annual charges expenses.

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UPPER LACHLAN SHIRE COUNCIL								
Operating Budget Review Statement by Function/Activity - 2018/2019								
Budget Review for the quarter ended 31 December 2018								
1) Actual YTD figures includes creditor commitments								
2) Budget figures includes 1st and 2nd quarter revotes								
Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Dec 2018 \$	Expenditure to 31 Dec 2018 %	Budgeted Expenses from continuing operations \$	Income to 31 Dec 2018 \$	Income to 31 Dec 2018 %	Budgeted Income from continuing operations \$	Actual YTD Operating Result to 31 Dec 2018 \$	50.00% Pay YTD 47.04% Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
COMMUNITY	1,293,750	58.86%	2,198,197	284,181	71.41%	397,944	(1,009,569)	(1,800,253)
Health Services, Medical Centres, Aged, Disabled & Community Services	112,941	38.24%	295,339	32,236	53.37%	60,400	(80,705)	(234,939)
Public Halls, Cultural Services, Community Services and Museums	95,297	72.09%	132,200	18,837	53.51%	35,200	(76,460)	(97,000)
Animal Control	48,734	60.70%	80,284	6,470	46.21%	14,000	(42,264)	(66,284)
Swimming Pools	76,457	34.19%	223,647	13,030	38.90%	33,500	(63,427)	(190,147)
Sporting Grounds and Parks and Gardens	335,507	59.05%	568,165	2,836	8.52%	33,300	(332,671)	(534,865)
Public Libraries	269,302	71.67%	375,779	51,076	95.39%	53,544	(218,226)	(322,235)
Emergency Services and Fire Protection	355,512	68.00%	522,783	159,696	95.06%	168,000	(195,816)	(354,783)
ENVIRONMENT	794,999	47.72%	1,665,995	168,528	35.65%	472,700	(626,471)	(1,193,295)
Town Planning and Development Control	240,359	39.67%	605,914	87,301	42.90%	203,500	(153,058)	(402,414)
Building Control	346,375	66.21%	523,162	71,881	57.18%	125,700	(274,494)	(397,462)
Environmental Systems and Protection	23,612	25.72%	91,814	0	0.00%	0	(23,612)	(91,814)
Housing	16,436	66.01%	24,900	8,400	33.60%	25,000	(8,036)	100
Noxious Weeds Control	165,772	40.46%	409,705	945	0.85%	111,000	(164,827)	(298,705)
Food Control and Inspections	2,443	23.27%	10,500	0	0.00%	7,500	(2,443)	(3,000)
ECONOMY	3,571,813	53.52%	6,673,958	1,820,742	49.33%	3,691,007	(1,751,071)	(2,982,951)
Financial Services	385,489	50.75%	759,600	2	0.00%	0	(385,488)	(759,600)
Administration and Corporate Support	896,656	80.42%	1,115,034	314,667	86.80%	362,500	(581,990)	(752,534)
Information Technology	306,706	66.25%	462,923	0	0.00%	0	(306,706)	(462,923)
Workforce (Human Resources, Labour Oncosts and WH&S)	219,905	29.94%	734,602	350	0.00%	0	(219,555)	(734,602)
Caravan Parks	24,028	54.16%	44,368	29,530	54.69%	54,000	5,503	9,632
Tourism & Business (RMS State Rd, Service NSW Agency, Private Works, Bar	1,739,029	48.88%	3,557,431	1,476,193	45.08%	3,274,507	(262,836)	(282,924)

UPPER LACHLAN SHIRE COUNCIL								
Operating Budget Review Statement by Function/Activity - 2018/2019								
Budget Review for the quarter ended 31 December 2018								
				1) Actual YTD figures includes creditor commitments		Actual YTD		50.00%
				2) Budget figures includes 1st and 2nd quarter revotes		Pay YTD		47.04%
Function or Activity (Alternate Key 8 Report)	Expenditure to 31 Dec 2018 \$	Expenditure to 31 Dec 2018 %	Budgeted Expenses from continuing operations \$	Income to 31 Dec 2018 \$	Income to 31 Dec 2018 %	Budgeted Income from continuing operations \$	Operating Result to 31 Dec 2018 \$	Budgeted Operating Result from continuing operations \$
* Note: Depreciation expense is excluded from cost centres								
INFRASTRUCTURE	5,032,440	56.54%	8,901,212	6,636,809	63.59%	10,436,335	1,604,369	1,535,123
Roads, Bridges, Cycleways, Footpaths and Kerb and Guttering	2,448,693	46.55%	5,260,583	1,658,851	43.20%	3,839,858	(789,842)	(1,420,725)
Water Supply Services	661,147	54.19%	1,219,990	1,346,435	71.00%	1,896,453	685,288	676,463
Sewerage Services	470,086	60.35%	778,966	1,394,419	93.80%	1,486,512	924,333	707,546
Stormwater and Drainage	171	1.07%	16,000	46,537	100.24%	46,425	46,366	30,425
Quarries and Gravel Pits	423,869	45.07%	940,477	364,225	35.21%	1,034,500	(59,644)	94,023
Domestic Waste Management	483,044	50.18%	962,717	1,121,317	96.51%	1,161,825	638,273	199,108
Waste Centres, Rubbish Tips and Street Cleaning	390,932	80.39%	486,271	602,469	89.11%	676,062	211,537	189,791
Public Conveniences and Amenities	100,298	59.52%	168,500		0.00%	0	(100,298)	(168,500)
Public Cemeteries	52,622	47.32%	111,200	37,322	39.00%	95,700	(15,299)	(15,500)
Engineering, Purchasing and Works Supervision	584,985	61.22%	955,505	65,234	32.78%	199,000	(519,751)	(756,505)
Plant and Equipment Operations (net excluding depreciation)	(583,406)	29.18%	(1,998,997)	0	0.00%	0	583,406	1,998,997
CIVIC LEADERSHIP	452,606	49.19%	920,182	1,209	24.18%	5,000	(451,397)	(915,182)
Governance and Real Estate Development	452,606	49.19%	920,182	1,209	24.18%	5,000	(451,397)	(915,182)
GENERAL PURPOSE REVENUES				8,582,244	71.61%	11,984,503	8,582,244	11,984,503
General Purpose Items and Rates				8,582,244	71.61%	11,984,503	8,582,244	11,984,503
DEPRECIATION EXPENSE	3,302,817	50.06%	6,597,634				(3,302,817)	(6,597,634)
Depreciation Operating Expense	3,302,817	50.06%	6,597,634	0			(3,302,817)	(6,597,634)
Note: Internal Rates and Charges	(189,182)		0	(189,182)		0	0	0
TOTAL SURPLUS / (DEFICIT) FROM ALL ACTIVITIES	14,259,243	52.90%	26,957,178	17,304,530	64.12%	26,987,488	3,045,287	30,310

UPPER LACHLAN SHIRE COUNCIL**Material Variations and Revotes Budget Review Statement - 2018-2019**

Budget Review for the quarter ended 31 December 2018

Budget Capital Income and Expenditure - 2nd Quarter Revotes				
Activity	Job Description	Adopted Budget 2018/2019	Revote net amendment	Revised Budget 2018/2019
01.55351.4050.002	s94 - Taralga Bush Fire Brigade Assets	2,935	526	3,461
01.55307.4050.002	s94 Land Broadway/Oolong RFS Shed Site	5,518	528	6,046
01.55442.4050.002	s94 Binda Bush Fire Brigade Assets	3,121	1,454	4,575
01.55632.4050.002	S94 Crookwell Bush Fire Brigade Equipment	0	5,890	5,890
01.55448.4050.002	S94 Tarlo Bushfire Brigade	0	1,105	1,105
01.38001.4250.999	S94 Contribution Bushfire Brigades (Transfer from Reserve)	0	-9,503	-9,503
01.55222.4102.02	Redground Road - House Capital Improvements	20,000	16,710	36,710
01.55579.9006.002	New Council Chambers-Community & Civic Centre	0	123,400	123,400
01.23001.4250.999	Administration - Building and Infrastructure (Transfer from Reserve)	0	-123,400	-123,400
01.55466.4150.002	Goodhew Park	210,000	32,000	242,000
01.55625.9001.002	RV Parking Taralga	85,000	-32,000	53,000
03.03530.4300.002	Crookwell Sewerage Treatment Works	10,000	31,000	41,000
03.03011.4250.999	Crookwell Sewerage Reserves (Transfer from Reserve)	0	-31,000	-31,000
12.12512.4200.002	Taralga Water Supply Aeration Upgrade	0	270,000	270,000
02.02562.4200.002	Crookwell DAFF Water Treatment Plant	328,961	-127,919	201,042
12.12001.4250.999	Water Supply Reserves (Transfer from Reserve)	0	-142,081	-142,081
01.55426.4103.002	Memorial Oval - Building Replacement - Amenities, Gym & Function Centre	1,336,000	315,000	1,651,000
01.35201.1700.990	Parks Income - SCCF Round 2 Capital Grant	0	-315,000	-315,000
11.11510.4200.002	Water Standpipe	10,000	-2,229	7,771
11.11508.2194.002	Water Mains Replacements	30,000	-3,244	26,756
11.11511.4200.002	Water Reservoir Restoration	35,000	5,473	40,473
03.03538.4120.002	Sewerage - Kennedy St Pump PLC Controller Update	0	44,500	44,500
03.03011.4250.999	Crookwell Sewerage Reserves (Transfer from Reserve)	0	-44,500	-44,500
01.55582.2605.002	Rural Local Road - Bannister Lane Curve Realignment & Initial Seal	315,926	95,927	411,853
Totals		2,392,461	112,637	2,505,098

UPPER LACHLAN SHIRE COUNCIL				
Budget Operating Income and Expenditure - 2nd Quarter Revotes				
Activity	Job Description	Adopted Budget 2018/2019	Revote net amendment	Revised Budget 2018/2019
01.24018.2304.002	Maintenance - It Oosoft HR Software	0	3,500	3,500
02.02000.2814.002	Crookwell Water - Consultancies/Strategic Business Plan	0	9,500	9,500
01.27000.2420.002	Tourism Consultancies	0	9,500	9,500
01.30750.6014.002	Bridges Inspection Contractor Costs	0	116,025	116,025
01.30751.1600.259	Bridges operating Grants - CENTROC	0	-116,025	-116,025
01.35010.2420.002	Crookwell Swimming Pool-Heated Pool Study	0	10,000	10,000
01.32400.2420.002	Aerodromes-Consultancies	15,000	10,000	25,000
01.35214.2310.002	Memorial Oval Sporting Grounds - Maintenance - Other (Sport Defibrillator)	0	1,300	1,300
01.35201.1600.259	Sportsgrounds - Income - Operating Grants	0	-1,300	-1,300
Totals		15,000	42,500	57,500

Operational Plan budget surplus 2018/2019

-72,810

42,500

-30,310

Upper Lachlan Shire Council

Cash and Investments Budget Review Statement 2018/2019

Budget review for the quarter ended 31 December 2018

	Original Budget (\$'000)	Opening Balance (\$'000)	Actual YTD Transfers to Restrictions (\$'000)	Actual YTD Transfers from Restrictions (\$'000)	2nd Quarter Closing Balance (\$'000)
TOTAL UNRESTRICTED	(1,428)	2,447		(215)	2,231
EXTERNAL RESTRICTIONS:					
Section 94 - Development Contributions Plan	245	3,145	217	(181)	3,181
Section 94A - Development Contributions Plan	(176)	176	0	(176)	0
Specific Purpose Unexpended Grants	0	1,625	198		1,823
Water Supplies	335	2,529	170		2,698
Sewerage Services	371	4,350	196		4,545
Domestic Waste Management Services	(1,283)	2,071	107		2,179
Stormwater Management	(200)	283	47	(2)	327
Wind Farms CEF Program	0	(8)	36		28
Trust Fund (Fund 8)	0	16		(10)	6
RMS Contributions	0	845			845
TOTAL EXTERNAL RESTRICTED	(708)	15,032	970	(369)	15,632
INTERNAL RESTRICTIONS:					
Employees' Leave Entitlements	100	1,918	100		2,018
Plant and Equipment Replacement	(308)	1,445	0	(267)	1,178
Buildings and Infrastructure Improvements	0	1,360		(13)	1,347
Council Houses capital works	0	61	0		61
Information Technology and Equipment	0	269	0	0	269
Public Halls and Community Projects	0	51			51
Gravel Pit Restoration	20	333	20		353
Rubbish Tips Remediation	(1,300)	1,809	0		1,809
Garbage / Waste Disposal	0	37			37
Library Services Cooperative distribution	0	71		0	71
Upper Lachlan Tourist Association (ULTA)	0	32	0		32
Financial Assistance Grants Payment in Advance	0	2,289	0	(916)	1,374
Deposits and Retentions (subdivision bonds)	0	161		(1)	160
State Road MR54 works contingencies	119	195		0	195
Uncompleted Carry-over Works	0	2,496		(478)	2,018
TOTAL INTERNAL RESTRICTED	(1,369)	12,526	120	(1,675)	10,971
TOTAL RESTRICTED	(2,077)	27,558	1,090	(2,044)	26,604
TOTAL CASH AND INVESTMENTS	(3,505)	30,005	1,090	(2,259)	28,835

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UPPER LACHLAN SHIRE COUNCIL**Capital Budget Summary Review Statement - 2018/2019****Budget Review for the quarter ended 31 December 2018**

(Actual YTD figures includes creditor commitments)

	Actual YTD	Original Budget	1st Quarter Net Revotes	2nd Quarter Net Revotes	3rd Quarter Net Revotes	Revised Budget	% YTD Actual to Revised Budget
<u>CAPITAL FUNDING</u>							
Rates and Other Untied Charges (General Fund)	2,329,162	5,418,700	44,594	16,710		5,480,004	43%
Operational Grants and Contributions (All Funds)	440,402	1,577,400				1,577,400	28%
Capital Grants and Contributions (All Funds)	2,566,411	3,049,123	58,060	315,000		3,422,183	75%
Internal Restrictions (General Fund)							
- renewals/new assets	2,694,585	3,928,000	2,627,536	219,327		6,774,863	40%
External Restrictions (excluding grants)							
- water supply	201,042		328,961	142,081		471,042	43%
- sewerage				75,500		75,500	
- domestic waste management (DWM)							
- stormwater							
- section 94	193,073	359,500	19,794	9,503		388,797	50%
Other Capital Funding Sources e.g.							
- loans	109,253	974,000	300,000			1,274,000	9%
Income from Sale of Assets							
- plant and equipment (general fund)							
- land and buildings							
TOTAL CAPITAL FUNDING	8,800,737	15,306,723	3,378,945	778,121		19,463,789	45%
<u>CAPITAL EXPENDITURE</u>							
New Assets							
- plant and equipment							
- land and buildings	123,400			123,400		123,400	100%
- Roads, Bridges, Footpaths	28,886	1,062,460				1,062,460	3%
- infrastructure	618,835	3,960,000	328,961	-127,919		4,161,042	15%
- other new assets	91,781	127,900	76,298			204,198	45%
Renewals (Replacement)							
- plant and equipment	1,096,058	1,258,500	8,456	8,975		1,275,931	86%
- land and buildings	324,103	529,500	11,338	49,238		590,076	55%
- Roads, Bridges, Footpaths	3,845,254	4,893,323	2,157,196	95,927		7,146,446	54%
- infrastructure	608,288	1,549,140	58,715	301,000		1,908,855	32%
- other asset renewals	1,950,438	1,694,200	737,980	327,500		2,759,680	71%
Loan Repayments (Principal)							
- renewals	113,695	231,700				231,700	49%
- new assets							
TOTAL CAPITAL EXPENDITURE	8,800,737	15,306,723	3,378,945	778,121		19,463,789	45%

Cap QBRs Stat 2019

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 31 December 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND								
1.COMMUNITY								
<i>Emergency Services and Fire Protection</i>								
s94 - Taralga Bush Fire Brigade Assets	01.55351.4050.002	\$3,461		\$2,935	\$526	\$3,461	100%	
Land Broadway/Oolong RFS Shed Site- s94 fund	01.55307.4050.002	\$6,046		\$5,518	\$528	\$6,046	100%	
s94 - Gunning Bush Fire Brigade Assets	01.55231.4050.002	\$5,820		\$5,820		\$5,820	100%	
Gurrundah Bushfire Brigade - s94	01.55454.4050.002	\$2,400		\$2,400		\$2,400	100%	
Binda Bush Fire Brigade Assets - (s94)	01.55442.4050.002	\$4,575		\$3,121	\$1,454	\$4,575	100%	
S94 Crookwell Bush Fire Brigade Equipment	01.55632.4050.002	\$5,890			\$5,890	\$5,890	100%	
Tarlo Bushfire Brigade - s94	01.55448.4050.002	\$1,105			\$1,105	\$1,105	100%	
<i>Animal Control</i>								
Crookwell Pound - Impounding Yard Improvements (Sec. 94 Funded)	01.55183.4103.002		3,000			\$3,000		
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>								
Health Services, Medical Centres - (18/19 & 19/20 Internal Painting Crookwell Health Centre)	01.55229.4103.002		30,000			\$30,000		
Implementation of Disability Action Plan - Program to be Identified	01.55463.2899.002							
<i>Public Libraries</i>								
Crookwell and Gunning Libraries - Computers and Printers	01.55190.4135.002	\$6,316	7,500			\$7,500	84%	
Crookwell and Gunning Libraries - Office Equipment, Furniture & Fittings	01.55464.4103.002	\$3,291		\$3,291		\$3,291	100%	
Gunning Library - Roof Replacement and Structural Repairs	01.55106.4103.002	\$8,701	50,000			\$50,000	17%	
<i>Public Halls, Cultural Services, Community Centres and Museums</i>								
Crookwell Memorial Hall - Crookwell Historical Society - Internal Painting	01.55112.4103.002		10,000			\$10,000		
Bigga Memorial Hall - Water Tank replacement	01.55609.4103.002	\$17,953	10,000	\$7,953		\$17,953	100%	
Tony Foley Centre - Roof, Painting & Toilet Upgrade	01.55242.4103.002		65,000			\$65,000		
<i>Sporting Grounds and Parks and Gardens</i>								
Kiamma Creek/Pat Cullen Reserve Marsden Street Entrance Improvements	01.55586.4150.002	\$9,247		\$10,000		\$10,000	92%	
Memorial Oval - Building Replacement - Amenities, Gym & Function Centre (\$600k grant funded, \$540k received 17/18 & \$60k in 18/19)	01.55426.4103.002	\$1,549,324	1,036,000	\$300,000	\$315,000	\$1,651,000	94%	
Barbour Park Baby Swing Erection	01.55631.4150.002	\$8,772		\$10,060		\$10,060	87%	
<i>Swimming Pools</i>								
Crookwell Swimming Pool Improvements 17/18 - Toddler's Pool	01.55588.4155.002	\$13,135		\$12,209		\$12,209		
Crookwell Swimming Pool - Painting Facade	01.55276.4155.002	\$19,153		\$15,000		\$15,000		
Gunning Swimming Pool - step access to pool	01.55589.4155.002		25,000			\$25,000	62%	
Total Community Expenditure		1,665,189	1,236,500	378,307	324,503	1,939,310	86%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 31 December 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND								
2. ENVIRONMENT								
<i>Town Planning and Development Control</i>								
LEP Review & Section 94 Plan Review (\$75k Plan Administration Sec 94 Funded)	01.55186.2899.002	\$20,250		45,000		\$45,000	45%	
ePlanning Stage 2 - Implementation & GIS Integration	01.55430.4130.002		40,000			\$40,000		
<i>Housing</i>								
Staff Accommodation Capital Replacements/Improvements (3 Houses)	01.55256.4103.002		15,000			\$15,000		
Staff Accommodation Bathrooms Restoration Redground Road	01.55222.4103.002	\$44,529	20,000		\$16,710	\$36,710	86%	
<i>Environmental Systems and Protection</i>								
<i>Noxious Weeds Control</i>								
<i>Building Control</i>								
Total Environment Expenditure		64,779	75,000	45,000	16,710	136,710	47%	
GENERAL FUND								
3. ECONOMY								
<i>Financial Services</i>								
Loans - Principal Reduction (Former Crookwell Loan 168 - Finalised 6/4/2021)	01.60006.4900.002	\$12,606	25,800			\$25,800	49%	
Loans - Principal Reduction (Bridges Loan 172 - Finalised 23/12/2024)	01.60008.4900.002	\$49,633	101,400			\$101,400	49%	
<i>Administration and Corporate Support</i>								
New Council Community & Civic Centre (Transfer from Reserve)	01.55579.9006.002	\$123,400			\$123,400	\$123,400	100%	
<i>Information Technology</i>								
IT - Windows 10 Upgrade	01.55491.4135.002	\$68,631	\$221,800	\$12,700		\$234,500	29%	
IT - Authority Upgrade to 7.1	01.55334.4130.002		5,000			\$5,000		
IT - Software - (Acrobat & Antivirus, etc.)	01.55118.4130.002		40,000			\$40,000		
IT - Hardware - (19 x PCs incl. MS Office)	01.55103.4135.002	\$11,743	11,600			\$11,600		
IT - External Tape Backup	01.55429.4135.002	\$4,484	41,000			\$41,000		
IT - Data Projectors Replacement (Gunning)	01.55181.4135.002	\$13,560	14,500			\$14,500		
IT - Microwave Redundancy Units	01.55549.4135.002		5,500			\$5,500		
IT - Replace (UPS) Equipment	01.55245.4135.002	\$7,930	10,000			\$10,000		
IT - Replace Printers	01.55310.4135.002		6,800			\$6,800		
IT - Additional Monitors - Environment & Planning	01.55310.4135.002	\$109	5,000			\$5,000		
IT - Network Improvements	01.55610.4135.002	\$2,725	2,000			\$2,000		
IT - Design Engineer & Trainees 1 x 64 bit Windows 7 PCs for Civilcad	01.55001.4135.002	\$15,457	7,200			\$7,200		
<i>Information Technology (cont.)</i>	01.55102.4135.002	\$12,079		\$12,700		\$12,700		

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 31 December 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
IT - Smart Phones (6) - iPhones - Management & Mayor	01.55492.4050.002		9,500			\$9,500		
IT - iPads (5) - Environment & Planning	01.55445.4135.002	\$436	7,500			\$7,500		
IT - Hardware - Replacement of Existing iPads	01.55445.4135.002		18,000			\$18,000		
IT - Hardware - A2 Printer/Scanner	01.55310.4135.002	\$109	15,700			\$15,700		
IT - Stormwater System Software	01.55611.4130.002		4,500			\$4,500		
IT - Civil3D CAD Software	01.55612.4130.002		9,000			\$9,000		
IT - Electronic Stamping Software for Online Lodgement	01.55613.4130.002		9,000			\$9,000		
IT - Unified Telecommunications System	01.55551.4130.002	\$56,098		\$56,098		\$56,098	100%	
<i>Caravan Parks</i>								
<i>Tourism Promotion and Business</i>								
Christmas Decorations Equipment Installation - Goulburn Street Crookwell	01.55590.4103.002		3,000			\$3,000		
Christmas Decorations Equipment Installation - Other Towns & Villages	01.55590.4103.002		3,000			\$3,000		
Effluent Dump Point (RV Friendly Town) - Taralga	01.55522.4150.002			\$7,500		\$7,500		
Total Economy Expenditure		310,367	355,000	76,298	123,400	554,698	56%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 31 December 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
GENERAL FUND AND DWM FUND								
4. INFRASTRUCTURE								
<i>Roads, Bridges, Cycle ways, Footpaths and Kerb and Guttering</i>								
<i>Urban Local Roads</i>								
<u>Urban Unsealed Rd - Road Reconstruction and Sealing</u>								
Yass Street - (Cooper Street to Park Street) - Gunning	01.55163.5103.002	\$67,342	30,000			\$30,000	40%	
<u>Urban Sealed Rd - Road Pavement Rehabilitation</u>								
Warrataw Street - (Cullivan Street to Lenda Street) - Gunning	01.55163.5103.001							
Urban Sealed Roads - Bitumen Resealing and Pavement Rehab	01.55163.5101.002		100,000	\$40,000		\$140,000		
<i>Roads to Recovery</i>								
Roads to Recovery - Local Roads Gravel Resheeting Program		\$456,312	\$67,000			\$567,000	80%	
Abbey Collins Road	01.50179.1430.002		22,000			\$22,000		
Armours Road	01.50154.1430.002		22,000			\$22,000		
Bevendale Road	01.50127.1430.002		22,000			\$22,000		
Biala Road	01.50128.1430.002	\$10,304	12,000			\$12,000		
Brayton Road	01.50092.1430.002	\$48,227	22,000			\$22,000		
Bulleys Crossing Road	01.50023.1430.002	\$18,178	22,000			\$22,000		
Carrabungla Road	01.50035.1430.002		22,000			\$22,000		
Clancys Road	01.50034.1430.002	\$22,965	22,000			\$22,000		
Craigs Road	01.50076.1430.002	\$22,873	22,000			\$22,000		
Golspie Road	01.50029.1430.002	\$12,035	12,000			\$12,000		
Greenmantle Road	01.50138.1430.002	\$5,506	22,000			\$22,000		
Hillgrove Road	01.50187.1430.002		22,000			\$22,000		
Jerrara Road	01.50108.1430.002	\$2,546	19,500			\$19,500		
Jerrong Road	01.50181.1430.002	\$26,242	22,000			\$22,000		
Lost River Road	01.50142.1430.002	\$32,308	38,500			\$38,500		
Maryvale Road	01.50111.1430.002		22,000			\$22,000		
Middle Arm Road	01.50169.1430.002	\$13,087	13,000			\$13,000		
Old South Road	01.50145.1430.002	\$12,234	22,000			\$22,000		
Peelwood Road	01.50146.1430.002	\$29,773	22,000			\$22,000		
Redground Road	01.50017.1430.002	\$39,582	22,000			\$22,000		
Redground Heights Road	01.50117.1430.002	\$12,463	22,000			\$22,000		
Roads to Recovery - Local Roads Gravel Resheeting Program (cont.)								

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 31 December 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
Reids Flat Road	01.50147.1430.002	\$7,874	22,000			\$22,000		
Sapphire Road	01.50149.1430.002	\$17,861	22,000			\$22,000		
Third Creek Road	01.50158.1430.002	\$1,274						
Towrang Road	01.50122.1430.002	\$48,227	22,000			\$22,000		
Weroona Lane	01.50186.1430.002	\$16,882	22,000			\$22,000		
Wheeo Road	01.50152.1430.002	\$22,672	22,000			\$22,000		
Woodhouselee Road	01.50078.1430.002	\$10,021	10,000			\$10,000		
<u>Roads to Recovery - Rural Sealed Road Pavement Rehabilitation</u>								
Bevendale Road	01.50173.1430.002							
Towrang Road	01.50177.1430.002	\$23,182						
Roads to Recovery - Grubine Road Construction - Total of \$3m over 8 Years (Project funding completed 2019/2020) includes \$200k deferred from 17/18	01.50126.1430.001	\$506,891	400,000			\$400,000	113%	-\$106,891
<u>Rural Local Roads</u>								
Grubine Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020) (16/17 \$200k, 17/18 \$200k (deferred to 18/19), 18/19 \$200k, 19/20 \$200k)	01.55460.9101.001	\$400,000	400,000			\$400,000		
<u>Rural Local Roads (cont.)</u>								
<u>Gravel Resheeting Rural Local Roads (Transfer from Sec. 94 Reserve)</u>								
<u>Roads Scheduled for Gravel Resheeting</u>		155,813	252,500			\$252,500	62%	
Andersons Road	01.55615.1430.002		11,000			\$11,000		
Biala Road	01.55616.1430.002	\$7,767	10,000			\$10,000		
Chapmans Lane	01.55469.1430.002	\$21,893	22,000			\$22,000		
Broadway Road	01.55617.1430.002		22,000			\$22,000		
Coolalie Road	01.55540.1430.002		22,000			\$22,000		
Golspie Road	01.55541.1430.002	\$6,177	10,000			\$10,000		
Jerrara Road	01.55618.1430.002		2,500			\$2,500		
Kangaloolah Road	01.55619.1430.002	\$21,696	22,000			\$22,000		
Lower Greendale Road	01.55620.1430.002	\$15,078	22,000			\$22,000		
Middle Arm Road	01.55472.1430.002	\$8,676	9,000			\$9,000		
Old South Road	01.55621.1430.002	\$8,269	22,000			\$22,000		
Peelwood Road	01.55474.1430.002	\$14,526	22,000			\$22,000		
Prices Lane	01.55622.1430.002	\$16,476	22,000			\$22,000		
Woodhouselee Road	01.55543.1430.002	\$12,928	12,000			\$12,000		
Woodville Road	01.55412.1430.002	\$22,328	22,000			\$22,000		

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 31 December 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
Rural Local Roads (cont.)								
Rural Local Sealed Road - Bitumen Resealing and Pavement Rehab	01.55162.5101.002	\$513,289	480,000	\$108,000		\$588,000	75%	
Rural Local Road - Cullenn Road Rehabilitation	01.55162.5103.002		100,000			\$100,000		
Rural Local Road - Pejar Road - Replace Corrugated Steel Pipes	01.55530.9006.002	\$89,752	220,000			\$220,000	41%	
Rural Local Road - Bannister Lane Curve Realignment & Initial Seal	01.55582.2605.002	\$509,644		\$315,926	\$95,927	\$411,853	124%	-\$97,791
Rural Local Road - Drainage Improvements	01.55623.9010.002		50,000			\$50,000		
Rural Local Road - Causeway Improvement Program	01.55614.9010.002		25,000			\$25,000		
Regional Roads								
Black Spot Funding Taraiga Rd Safety Improvements	01.55573.9006.002	\$4,600						-\$4,600
Resealing Program (RMS Block Grant Funded)	01.50523.5101.002	\$495,136	437,400			\$437,400	113%	-\$57,736
Rehabilitation - MR241 - Rye Park Road (100% Black Spot Grant Funded)	01.52412.5101.002	\$118,734	124,423			\$124,423	95%	
(50% RMS REPAIR Grant Funded / 50% Council Funded)								
Rehabilitation - Gundaroo Road MR52	01.50527.5101.002	\$185,131		\$181,500		\$181,500	102%	-\$3,631
Rehabilitation - MR248E - Laggan Road	01.52484.5101.002	\$386	745,000			\$745,000	0%	
(\$311,000 RMS REPAIR Grant Funded)	01.52483.5101.002							
(\$311,000 Council Funded)								
(\$123,000 RMS 3x3 Grant Funded)								
Regional Road Rehabilitation - MR258 -Wombeyan Caves Road - (100% Grant Funded)	01.50528.5101.002	\$50,804						-\$50,804
Black Spot Funding MR258 Wombeyan Caves Rd	01.52582.5103.001	\$195,878		\$169,770		\$169,770	115%	-\$26,107
Black Spot Funding - MR256 Taraiga Road	01.52570.9006.002	\$14,308						-\$14,308
Regional Roads Timber Bridge Replacement Program								
MR 256 - Timber Bridge Replacement - Abercrombie River	01.52563.2415.002	\$57,137		\$1,254,000		\$1,254,000	5%	
MR 248E - Timber Bridge Replacement - Kiamma Creek (Restart NSW Grant (State Govt.) \$531,230) (Federal Bridges Renewal Program Grant \$450,000) (Block Grant \$81,230)	01.52485.2604.002	\$28,886	1,062,460			\$1,062,460	3%	
Kiamma Creek Boardwalk Repl. - Gravel - (100% Cnc)	01.55564.1681.002			\$8,000		\$8,000		
Local Roads Bridge Program								
Crookwell River (Woodville Road)	01.55624.2604.002	\$6,752	538,000			\$538,000	1%	
Footpaths and Cycleways								
Traffic & Transport Cycleway Program - Lorn Street Collector (School to Church St) (Collector Public School) - (Subject to 50% RMS funding) (Subject to PAMP endorsement by Council)	01.55498.1681.002		100,000			\$100,000		
Stronger Country Communities Fund								
Pat Cullen Reserve - Community Recreation Area	01.55606.1681.02	\$23,339	223,564			\$223,564	10%	
Clifton Park - Community Connections and Pathway	01.55607.1681.02	\$87,664	112,189			\$112,189	78%	
Pedestrian Access and Mobility Plan Priorities	01.55604.1681.02	\$32,663	344,487			\$344,487	9%	
Re-energising the Collector Community Project	01.55605.1681.02	\$7,989	220,000			\$220,000	4%	
Footpaths Crookwell AP&H Society (Not Council Asset)	01.30801.1700.990	\$90,796						

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 31 December 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
Kerb and Guttering								
Kerb and Gutter Rehabilitation - Colyer Street (Memorial Oval to Wade Street)	01.55594.1640.002	\$31,109	50,000			\$50,000	62%	
Other Infrastructure								
Towns & Villages Streetscape Investigation & Program	01.55401.9006.002	\$93,895	150,000	\$154,000		\$304,000	31%	
RV Parking Taralga	01.55625.9001.002		85,000		-\$32,000	\$53,000		
Crookwell Airstrip Concept Plans	01.55626.9006.002		15,000			\$15,000		
Crookwell Depot Land Acquisition	01.55547.9402.002							
Crookwell Office carpark - fuel tank/seal	01.55531.4050.002	\$21,140		\$21,140		\$21,140	100%	
Bus Stop Bigga Construction	01.55633.2300.02			\$10,000		\$10,000		
Bus Stop Taralga	01.55634.2300.02			\$10,000		\$10,000		
Bus Stop Binda Construction	01.55635.2300.02			\$10,000		\$10,000		
Waste Centres, Rubbish Tips and Street Cleaning								
Crookwell Landfill Remediation - EPA Requirement ((\$102,000 from Tip Remediation Reserve & \$1,520,000 funded from DWM Reserve)	01.55257.4103.002	\$329,204	2,180,000			\$2,180,000	15%	
Crookwell Landfill Upgrade - EPA Requirement (\$1.5m funded from Reserve)	01.55627.9006.002	\$31,392	1,780,000			\$1,780,000	5%	
Taralga Transfer Station Improvements - Fence	01.55532.9401.002	\$3,924						
Collector Transfer Station Construction	01.55368.9401.002	\$29,480						
Gunning Rubbish Tip Fencing	01.55258.1997.002	\$23,792						
Gunning Landfill Design & Investigation	01.55628.9006.002		50,000			\$50,000		
Waste Bins & Recycling Setup Bigga & Tuena	01.55354.9006.002	\$1,061	5,000			\$5,000	21%	
Public Cemeteries								
Lawn Cemeteries Columbariums (Transfer from Sec. 94 Reserve)	01.55175.4145.002	\$7,964	10,000			\$10,000	98%	
Gunning - Cemetery	01.55559.9010.002	\$1,811						
Stormwater and Drainage								
Goulburn Street Crookwell - Gross Pollutant Trap	01.55569.4159.002	\$8,400						
Brooklands Street Crookwell - Detention Basin Works (funded from Stormwater Reserve)	01.55188.4159.002		200,000			\$200,000	6%	
Denison Street Crookwell - Detention Basin Works - (FRMP - Measure 6&7)	01.55570.4159.002	\$2,726						
Collector Stormwater Drainage	01.55187.4159.002	\$1,120	160,000	\$80,000		\$240,000	5%	
Church Street Collector - Storm Drain (Reserves)	01.55567.4103.002	\$9,828						
Public Conveniences and Amenities								
Tuena - Amenities Replacement (50% Veolia Grant funded)	01.55510.4103.002	\$65,383	92,000			\$92,000	71%	
Goodhew Park - Revitalisation (Amenities block, playground equipment & drainage works) ((\$94k Transfer from S94 Reserve & \$66k Transfer from Reserve) & (\$50k Stronger Communities)	01.55466.4150.002	\$119,244	210,000		\$32,000	\$242,000	49%	
Clifton Park - toilet / amenities block construction (Veolia grant \$45k & other grants)	01.55603.4103.002	\$73,943	95,000			\$95,000	78%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 31 December 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
<i>Engineering, Purchasing and Works Supervision</i>								
<i>Plant and Equipment Operations</i>								
Motor Vehicle Net Replacement Cost - (see Motor Vehicle Schedule)	01.59000.4210.004	\$1,053,560	434,600			\$434,600	87%	
Heavy Plant Fleet Net Replacement Cost - (see Plant Schedule)	01.59000.4210.004		799,200			\$799,200		
Workshop Plant and Tools	01.55122.4120.002		4,000			\$4,000		
Crookwell Plant Workshop Improvements	01.55123.4103.002	\$1,574						
Survey Laptop	01.55630.4135.002	\$2,289						
Survey Equipment	01.55629.4120.002	\$16,657						
Survey Equipment	01.55394.4120.002	\$4,547						
<i>Domestic Waste Management (DWM)</i>								
DWM Plant Net Replacement Cost - (see Plant Schedule)	06.59000.4210.004							
DWM Purchase of 120 & 240 Litre Mobile Bins	06.06502.4050.002	\$108,286		\$115,000		\$115,000	94%	
Total Infrastructure Expenditure		6,141,574	12,851,823	2,477,337	95,927	15,425,087	40%	-361,868

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 31 December 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
WATER SUPPLY FUND								
<i>Crookwell Water Supply Fund</i>								
Loan Principal Reduction (Former Crookwell Loan 163W - Finalised 24/4/2022)	02.02600.4900.002	\$27,650	56,300			\$56,300	49%	
Mains Replacement - General	02.02547.2194.002	\$2,560	150,000			\$150,000	2%	
Crookwell DAFF Water Treatment Plant	02.02562.4200.002	\$201,042		\$328,961	-\$127,919	\$201,042	100%	
Computer Replacement Manager of Operations (Laptop)	02.02535.4135.002							
Computer Replacement Water Treatment Plant (PC)	02.02535.4135.002		1,200			\$1,200		
Motor Vehicle- Net Repl. Cost - (see Motor Vehicle Schedule)	02.59000.4210.004							
<i>Gunning Water Supply Fund</i>								
Mains Replacement	09.09511.2194.002		60,000			\$60,000		
<i>Dalton Water Supply Fund</i>								
Mains Replacements	11.11508.2194.002	\$2,858	30,000		-\$3,244	\$26,756	11%	
Standpipe	11.11510.4200.002	\$7,771	10,000		-\$2,229	\$7,771	100%	
Water Reservoir Restoration	11.11511.4200.002	\$40,473	35,000		\$5,473	\$40,473	100%	
<i>Taralga Water Supply Fund</i>								
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	12.12600.4900.002	\$6,230	12,400			\$12,400	50%	
Mains Replacements	12.12511.2194.002	\$15,835	50,000			\$50,000	32%	
Taralga Water Supply Upgrade	12.12512.4200.002	\$48,929			\$270,000	\$270,000	18%	
Total Water Supply Services Expenditure		353,348	404,900	328,961	142,081	875,942	40%	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL EXPENDITURE BUDGET - 2018/2019 as at 31 December 2018 Capital Expenditure - Acquisition/Renewal of Assets *Actual expenditure figures includes creditor commitments								
Job Description	Ledger No.	Actual Expenditure	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %	Budget Variances
SEWERAGE FUND								
<i>Crookwell Sewerage Fund</i>								
Loan Principal Reduction (Former Crookwell Loan 163S - Finalised 24/4/2022)	03.03600.4900.002	\$17,576	35,800			\$35,800	49%	
Sewer Main Rehabilitation / Renewal	03.03535.4300.002	\$159,250	100,000	58,715		\$158,715	100%	
Sewerage Pumping Station Upgrades/ pump replacements	03.03530.4300.002	\$40,368	10,000		\$31,000	\$41,000	98%	
New Sludge Lagoon								
Decommission trickling filter plant								
Sewerage Treatment Plant - Internal Roads	03.3537.4300.002		100,000			\$100,000		
Geo Tube for Sludge Drying	03.03527.4300.002		7,000			\$7,000		
Sewerage Treatment Plant Mechanical and Electrical Replacements	03.03528.4300.002							
Motor Vehicle Net Repl. - (see Motor Vehicle Schedule)	03.59000.4210.004		20,700			\$20,700		
Computer Replacement Sewer Fund STP (Laptop)	03.03532.4135.002	\$1,897	2,100	14,327		\$16,427	12%	
Kennedy St Pump PLC Controller Update	03.03538.4120.002	\$44,206			\$44,500	\$44,500	99%	
<i>Gunning Sewerage Fund</i>								
Sewer Main Rehabilitation / Renewal	10.10507.4300.002		80,000			\$80,000		
<i>Taralga Sewerage Fund</i>								
Loan Principal Reduction (Loan 170 - Finalised 9/2/2037)	13.13600.4900.002	\$1,455	2,900			\$2,900	50%	
Sewer Main Rehabilitation / Renewal	13.13516.4300.002	\$727	25,000			\$25,000	3%	
Total Sewerage Services Expenditure		265,479	383,500	73,042	75,500	532,042	50%	
GENERAL FUND								
5. CIVIC LEADERSHIP								
<i>Real Estate Development</i>								
Total Civic Leadership Expenditure								
Total Capital Works Expenditure		\$8,800,737	\$15,306,723	\$3,378,945	\$778,121	\$19,463,789	45%	-\$361,868
Capital Works Funding by Fund:-								
General Fund Expenditure	85%	\$8,042,231	\$13,018,323	\$2,976,942	\$560,540	\$16,555,805	49%	-\$361,868
DWM Fund Expenditure	10%	\$139,678	\$1,500,000			\$1,500,000	9%	
Water Supply Funds Expenditure	3%	\$353,348	\$404,900	\$328,961	\$142,081	\$875,942	40%	
Sewerage Funds Expenditure	3%	\$265,479	\$383,500	\$73,041	\$75,500	\$532,042	50%	
Total of All Funds Expenditure	100%	\$8,800,737	\$15,306,723	\$3,378,945	\$778,121	\$19,463,789	45%	-\$361,868

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 31 December 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
1.COMMUNITY						
<i>Emergency Services and Fire Protection</i> Bushfire Brigade Transfer from Reserve	\$29,297		\$19,794	\$9,503	\$29,297	100%
<i>Animal Control</i> Crookwell Pound - Impounding Yard Improvements (Transfer from Sec. 94 Reserve)		\$3,000			\$3,000	
<i>Health Services, Medical Centres, Aged, Disabled and Community Services</i>						
<i>Public Libraries</i>						
<i>Public Halls, Cultural Services, Community Centres and Museums</i> Bigga Hall - Income	\$3,238					
<i>Sporting Grounds and Parks and Gardens</i> Kiamma Creek/Pat Cullen Reserve Marsden Street Entrance Improvements (50% contribution from Kiamma Creek Landcare Group)	\$8,000		\$18,000		\$18,000	44%
Memorial Oval - Building Replacement - Amenities, Gym & Function Centre (\$540K Received 2017/ (\$600k grant funded, \$540k received 17/18 & \$60k in 18/19) (\$736,000 funded from Loans)	\$27,519	\$1,036,000	\$300,000	\$315,000	\$1,651,000	2%
Other Contributions - GDA Barbour Park	\$1,500		\$1,500		\$1,500	100%
<i>Swimming Pools</i> Carry Over Works Crookwell Swimming Pool (Transfer from Reserve)	\$15,000		\$15,000		\$15,000	100%
Total Community Income	\$84,554	\$1,039,000	\$354,294	\$324,503	\$1,717,797	5%

<p style="text-align: center;">UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 31 December 2018 Grants and Contributions Provided for Capital Purposes</p>						
Job Description	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
2. ENVIRONMENT						
<i>Town Planning and Development Control</i>						
S94 Contributions(Transfer from Reserve)	\$20,250		\$45,000		\$45,000	45%
<i>Section 94 - Development Contributions</i>						
Open Space	\$17,162	\$24,400	\$8,560		\$32,960	52%
Bushfire	\$7,204	\$22,200			\$22,200	32%
Community Facilities/Amenities	\$14,530	\$44,600			\$44,600	33%
Roads/Traffic Construction	\$106,825	\$307,700			\$307,700	35%
Extractive Industries	\$2,199	\$9,700			\$9,700	23%
Plan Administration	\$2,519	\$5,400			\$5,400	47%
<i>Housing</i>						
<i>Environmental Systems and Protection</i>						
<i>Noxious Weeds Control</i>						
<i>Building Control</i>						
Total Environment Income	\$170,689	\$414,000	\$53,560		\$467,560	37%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 31 December 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
3. ECONOMY						
<i>Financial Services</i>						
<i>Administration and Corporate Support</i>						
Administration Building & Infrastructure (Transfer from Reserve, New Council Chambers)	\$123,400			\$123,400	\$123,400	100%
<i>Information Technology</i>						
IT- Transfer from Reserve	\$68,176		\$68,798		\$68,798	99%
<i>Caravan Parks</i>						
<i>Tourism Promotion and Business</i>						
Carry Over Works (Transfer from Reserve)			\$7,500		\$7,500	
Total Economy Income	\$191,576		\$76,298	\$123,400	\$199,698	96%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 31 December 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND AND DWM FUND</u>						
4. INFRASTRUCTURE						
<i>Roads, Bridges, Cycle ways, Footpaths and Kerb and Guttering</i>						
<i>Urban Local Roads</i>						
Carry Over Works 2017/18 Local Roads (Transfer from Reserve)			\$148,000		\$148,000	
<i>Rural Local Roads</i>						
Grabine Road Construction - Total of \$1.6m over 4 Years (Tranche 2 Special Grant - 50% Funding \$800,000 2016/2017 to 2019/2020) (16/17 \$200k, 17/18 \$200k (deferred to 18/19), 18/19 \$200k, 19/20 \$200k) Grabine Road Construction - Total of \$800k over 4 Years (Tranche 3 Special Grant - 50% Funding \$800,000 2021/2022 to 2024/2025) (21/22 \$200k, 22/23 \$200k, 23/24 \$200k, 24/25 \$200k)		\$400,000			\$400,000	
Bannister Lane Curve Realignment & Initial Seal (\$140k Council Reserve , \$175,926 Gullen solar farm Sec 94A & \$100k Sec. 94)	\$315,926		\$315,926		\$315,926	100%
Carry Over Works 2017/18 Local Roads (Transfer from Reserve)	\$181,500		\$181,500		\$181,500	100%
Gravel Resheeting Roads (Transfer from Sec. 94 Reserve)	\$155,813	\$252,500			\$252,500	62%
<i>Regional Roads</i>						
Regional Road Rehabilitation - Laggan Road MR248E (50% RMS REPAIR Grant Funded)		\$311,000			\$311,000	
Rehabilitation - MR241 - Rye Park Road (100% Black Spot Grant Funded 2017/18)	\$182,766	\$124,423	\$156,658		\$281,081	65%
Regional Road Rehabilitation - MR258 -Wombeyan Caves Road - Reserve						
<i>Regional Roads Timber Bridge Replacement Program</i>						
MR 248E - Timber Bridge Replacement - Kiamma Creek (Restart NSW Grant (State Govt.) \$531,230) (Federal Bridges Renewal Program Grant \$450,000) (Block Grant \$81,230)		\$1,062,460			\$1,062,460	
MR256 - Timber Bridge Replacement - Abercrombie River(BRP \$579K, FCR 675k)			\$1,254,000		\$1,254,000	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 31 December 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Local Roads Bridge Program						
Crookwell River (Woodville Road) (Loan funded)		\$538,000			\$538,000	
Footpaths and Cycleways						
Traffic & Transport Cycleway Program - Lorn Street Collector (Collector Public School) - (50% grant funded)		\$50,000			\$50,000	
Stronger Country Communities Fund		\$900,240			\$900,240	
Kerb and Guttering						
Other Infrastructure						
Crookwell Office carpark - fuel tank/seal	\$21,140		\$21,140		\$21,140	100%
Bus Shelters - Capital Grant Income	\$9,000		\$30,000		\$30,000	30%
Towns & Villages Streetscape (Transfer from Reserve)	\$93,895		\$154,000		\$154,000	61%
Waste Centres, Rubbish Tips and Street Cleaning						
Crookwell Landfill Remediation - EPA Requirement (from MULLER Budget Estimates) (\$102,000 from Tip remediation Reserve & \$1,090,000 funded from DWM Reserve)		\$1,622,000			\$1,622,000	
Crookwell Landfill Upgrade - EPA Requirement - (Transfer from DWM Reserve)	\$31,392	\$1,500,000			\$1,500,000	2%
Remediation of Waste Transfer Station Sites (50% funded by NSW EPA Grant)						
Public Cemeteries						
Lawn Cemeteries Columbariums (Transfer from Sec. 94 Reserve)	\$9,775	\$10,000			\$10,000	98%
Stormwater and Drainage						
Brooklands Street Crookwell - Detention Basin Works (funded from Stormwater Levy Reserve)		\$200,000			\$200,000	
Collector Stormwater Drainage -(Funded Transfer from Reserve)	\$1,120		\$80,000		\$80,000	

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 31 December 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
Public Conveniences and Amenities Tuena - Amenities Replacement (50% Veolia Grant Funded) Goodhew Park - Revitalisation (Amenities block, playground equipment & drainage works) (\$94k Transfer from S94 Reserve & \$66k Transfer from reserve) & (\$50k Stronger Communities grant received 17/18) Clifton Park - toilet / amenities block construction (Veolia grant \$45k & other grants \$50k) Goodhew Park /Land Acquisition(CBP Grant Unxpended 2017/18)	\$119,244	\$46,000 \$210,000 \$95,000			\$46,000 \$210,000 \$95,000	57%
Engineering, Purchasing and Works Supervision						
Plant and Equipment Operations						
Domestic Waste Management (DWM) Section 94 Contribution - Garbage Disposal and Facilities DWM - Green Waste Bins & Service Implementation DWM - Green Waste (Transfer from Reserve) DWM - Green Waste (Transfer from Reserve)	\$5,310 \$108,286	\$16,000	\$115,000		\$16,000 \$115,000	33% 94%
Total Infrastructure Income	\$1,235,167	\$7,337,623	\$2,308,224		\$9,793,847	13%

UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 31 December 2018 Grants and Contributions Provided for Capital Purposes						
Job Description	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
WATER SUPPLY FUND						
<i>Crookwell Water Supply Fund</i>						
Water Section 64 Development Contributions	\$14,123	\$26,600			\$26,600	53%
Crookwell NEW DAFF Water Treatment Plant - Transfer from Reserve	\$255,444		\$328,961	\$142,081	\$471,042	54%
<i>Gunning Water Supply Fund</i>						
Water Section 64 Development Contributions		\$15,700			\$15,700	
<i>Dalton Water Supply Fund</i>						
Water Section 64 Development Contributions	\$4,008	\$2,200			\$2,200	
<i>Taralga Water Supply Fund</i>						
Water Section 64 Development Contributions		\$9,600			\$9,600	
Total Water Supply Services Income	\$273,575	\$54,100	\$328,961	\$142,081	\$525,142	52%
SEWERAGE FUND						
<i>Crookwell Sewerage Fund</i>						
Sewerage Section 64 Development Contributions	\$22,572	\$21,200			\$21,200	106%
Sewer Reserves (Transfer from Reserve)	\$133,921		\$73,041	\$75,500	\$148,541	90%
<i>Gunning Sewerage Fund</i>						
Sewerage Section 64 Development Contributions		\$8,400			\$8,400	
<i>Taralga Sewerage Fund</i>						
Sewerage Section 64 Development Contributions		\$5,600			\$5,600	
Total Sewerage Services Income	\$156,493	\$35,200	\$73,041	\$75,500	\$183,741	85%

<p style="text-align: center;">UPPER LACHLAN SHIRE COUNCIL OPERATIONAL PLAN CAPITAL INCOME BUDGET - 2018/2019 as at 31 December 2018 Grants and Contributions Provided for Capital Purposes</p>						
Job Description	Actual Income	Original Budget Estimate 2018/2019	September Revotes & Reserves Transfers	December Revotes & Reserves Transfers	Revised Total Budget	Actual/ Revised Budget %
<u>GENERAL FUND</u>						
5. CIVIC LEADERSHIP						
<i>Real Estate Development</i>						
Total Civic Leadership Income						
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$2,112,054	\$8,879,923	\$3,194,378	\$665,484	\$12,887,786	16%
Total Transfers from Reserves	\$1,902,636	\$3,978,000	\$2,248,596	\$340,981	\$6,715,578	28%
Total Section 94/64 Transfers from Reserves		\$359,500	\$606,282		\$965,782	
Total Loans		\$974,000	\$300,000		\$1,274,000	
Total Capital Grants and Contributions	\$62,441	\$3,049,123	\$39,500	\$315,000	\$3,403,623	2%
Total Section 94 Budget Received - Not Funding This years capital works	\$146,977	\$519,300		\$9,503	\$528,803	28%
Total Capital Grants and Contributions Income, Transfers from Reserves & Loans	\$2,112,054	\$8,879,923	\$3,194,378	\$665,484	\$12,887,786	16%

UPPER LACHLAN SHIRE COUNCIL



2ND QUARTER REVIEW OPERATIONAL PLAN – KEY PERFORMANCE INDICATORS **2018/2019**

31 DECEMBER 2018

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI)

<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
COMMUNITY	
Health Services, Medical Centres, Community Services, Aged and Disabled Services	4
Public Halls, Cultural Services, Community Centres and Museums	4
Animal Control	5
Swimming Pools	6
Sporting Grounds and Parks and Gardens	7
Public Libraries	7
Emergency Services and Fire Protection	8
ENVIRONMENT	
Town Planning and Development Control	9
Building Control	9
Environmental Systems and Protection	10
Housing	10
Noxious Weeds Control	11
Food Control and Inspections	12
ECONOMY	
Financial Services	13
Administration and Corporate Support	14
General Purpose Revenue and Rates	15
Information Technology	15
Workforce (Human Resources and Work, Health and Safety)	16
Caravan Parks	18
Tourism Promotion and Business (Private Works, RMS State Road and Service NSW)	19
INFRASTRUCTURE	
Roads, Bridges, Footpaths, Cycleways, and Kerb and Guttering	20 - 21
Stormwater and Drainage	21 - 22
Quarries and Gravel Pits	22
Waste Centres, Rubbish Tips and Street Cleaning	23

PRINCIPAL ACTIVITIES - KEY PERFORMANCE INDICATORS (KPI) continued

<u>FUNCTION (SERVICE)</u>	<u>PAGE NUMBER</u>
Public Conveniences and Amenities	24
Public Cemeteries	24
Engineering, Purchasing and Works Supervision	25
Plant and Equipment Operations	26
Domestic Waste Management (DWM)	27
Water Supply Services	28
Sewerage Services	29
CIVIC LEADERSHIP	
Governance	30 - 31

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - HEALTH SERVICES, MEDICAL CENTRES, AGED, DISABLED AND COMMUNITY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Liaise with health care service providers within the Shire.	Maintain lease for buildings.	1.1 - Support the retention of medical and health care facilities in the towns.	Achieved - Council owned building utilised for health care services in Crookwell and Gunning.
Support the Youth Council to promote youth engagement.	Report each year in the Annual Report.	1.4 - Retain the youth population demographic and provide appropriate facilities.	Achieved.
Support the NSW Government rollout of the National Disability Insurance Scheme (NDIS).	Council review the Disability Inclusion Action Plan by December 2018.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Not Achieved – review pending.
Maintain a web based community directory.	Review annually.	1.7 - Social inclusion for all disparate communities.	Achieved - Annual review completed in October 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC HALLS, CULTURAL SERVICES, COMMUNITY CENTRES AND MUSEUMS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review the Social and Community Plan 2013-2018 and Council to readopt by June 2019.	Report on actions every year in the Annual Report.	1.2 - Support provision of ageing population services and aged accommodation.	Not Achieved – review pending.
Implement Cultural Plan for Council.	Report on actions every year in the Annual Report	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved - Cultural Plan 2017-2020 adopted by Council on 15 June 2017. Actions list reported in 2017/2018 Annual Report.

KPI	Performance Measure	Delivery Program Actions	Performance Status
		1.6 - Protect all significant heritage sites to preserve the diverse history of the Shire.	Achieved - Heritage grants endorsed by Council in October 2018.
Maintenance and management of Council public facilities.	Annual AGM and audits for Committees.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being Achieved - as per budget commitments.
	Review Plan of Management for public buildings every five years.	1.8 - Manage and upgrade Council's public buildings and community centres.	Achieved - Plan of Managements are reviewed and completed, subsequent reviews are ongoing and reported to Council for endorsement.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - ANIMAL CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Registration of companion animals.	Monthly report to Office of Local Government.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - monthly reports submitted to the Office of Local Government.
Maintain a Complaint Handling Register.	Complaints closed out within two weeks.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being Achieved – not all complaints can be finalised within 2 weeks.
Maintain an Impounding Register.	Statistics reported in Annual Report.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SWIMMING POOLS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Swimming pool guidelines.	Annual review of guidelines.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Council's Swimming Pool Operational Plan is updated prior to commencement of the season. Bookings are accepted from local schools, Department of Education, Swim Club, NSW Sport & Recreation and special interest groups to utilise Council's pools at Gunning and Crookwell. Safety systems reviewed in accordance with Practice Note 15 prior to pools opening.
Water quality testing.	Daily testing and water sample compliance.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Water quality testing is undertaken prior to opening and during pool opening hours. Four (4) tests are completed at two hour intervals. Results are recorded, and corrective action taken, in compliance with Department of Health guidelines. All results are filed in Council Records Management System.
Swimming pool patronage numbers and financial report.	Report annually to Council.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Being achieved – daily attendance records are maintained for both Swimming Pools. Income and expenditure reports, as well as patronage reports, are provided at the conclusion of season.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - SPORTING GROUNDS AND PARKS AND GARDENS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Sports field maintenance and Playing Fields Committee meetings.	Report to Council annually.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Annual report will be provided towards the end of the financial year.
Prepare Plans of Management for land where Council is the trustee.	Review Plans every five years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved - Council is developing an Asset Register in consultation with the NSW Lands and finalise plans of management over 3 years.
Towns and villages streetscape improvement program.	Implement main street streetscape works.	1.8 - Manage and upgrade Council's public buildings and community centres.	Being achieved – finalisation of the plans are delayed due to further consultation required through the Streetscape Committee and consultation for traffic related matter through the Local Traffic Committee.
Towns and villages mowing and maintenance program and fire risk minimisation. Improve maintenance of public parks facilities on weekends of special or community events.	Implement town beautification initiatives.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – townspeople working in towns and village including, Bigga, Gunning and Taralga.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - PUBLIC LIBRARIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Quarterly Reports for library services to Council.	Report to Council by deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – Quarterly Reports for both branch libraries are prepared within a month of the end of the quarter.
Complete NSW State Library Return of Local Priority Grant Report and Statement of Library Operations.	Completed by State Library deadline.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – Library Return was completed and sent to NSW State Library in November 2018.
Increase membership and number of library loans.	Increase by 1% per annum.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Achieved – statistics prepared by Library Manager for the 2017/2018 Annual Report.
Develop policies and guidelines for user access and use of technology in the libraries.	Become an operational eSmart Library by 30 June 2019.	1.3 - Community services for young, aged, disabled, and people from diverse cultural backgrounds.	Pending – work to commence in 2019.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - COMMUNITY:
PRINCIPAL ACTIVITY - EMERGENCY SERVICES AND FIRE PROTECTION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain Section 94 Register for each individual Bushfire Brigade.	Annual Audit of Section 94 Register.	1.8 - Manage and upgrade Council's public buildings and community centres.	Achieved – Section 94 Register audit completed for 2017/2018 and the register was provided to RFS in August 2018.
Complete review of DISPLAN and creation of Consequence Management Guides.	Report to Council every two years.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved – Consequences Management Guide are completed and were reported to the Local Emergency Management Committee.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Complete review of RFS Service Level Agreement.	Council adoption by August 2018.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not achieved – there is no current Service Level Agreement, discussions with RFS are yet to be finalised.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY – TOWN PLANNING AND DEVELOPMENT CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare LEP amendments and submit to Department of Planning and Environment.	LEP Amendments submitted to Department of Planning and Environment for gateway approval in 2018/2019.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved.
Review and implementation of Section 94 and Section 94A Development Contributions Plans.	Review of Section 94 Plans by December 2018 and annual audit of Section 94 Register.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Being Achieved – Appointed consultant awaiting further information from Council.
Section 355 Committees of Council commence operations to facilitate the Community Enhancement Fund (CEF).	CEF agreements signed. Funds distributed annually. Committees resourced to benefit target communities.	2.4 - Pursue Section 94A Development Contributions payments for all State Significant - Designated Developments.	Achieved – Gullen Range Wind Farm, Cullerin Range Wind Farm and Taralga Windfarm CEP project funding has been allocated for 2018/2019.
Completion and issue of Section 149 Certificates.	Complete within 7 days.	2.2 - Promote environmentally sustainable developments (ESD)	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - BUILDING CONTROL**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Ensure ongoing accreditation of Building Surveyors is maintained.	Minimum CPD points are obtained annually.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.
Construction Certificate (CC) assessment and determination	Determine 80% of CC's within 30 days.	2.2 - Promote environmentally sustainable developments (ESD).	80% of CC's were determined within 30 days for the period of 1 October 2018 to 31 December 2018.
Development Application (DA) assessment and determination.	Determine 80% of DA's within 40 days.	2.2 - Promote environmentally sustainable developments (ESD).	55% of DA's were determined within 40 days for the period of 1 October 2018 to 31 December 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - ENVIRONMENTAL SYSTEMS AND PROTECTION**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
State of Environment Reporting.	Complete and include in Council Annual Report.	2.3 - Promote use of green and renewable energy.	Being Achieved.
Investigate and report environmental complaints in accordance with legislation.	Deal with complaints in accordance with Service Delivery Policy.	2.1 - Address environmental degradation issues; i.e. noxious weeds control.	Being achieved – not all compliance action can be finalised within the 30 day timeframe.
Assist community groups to seek grant funding for environmental initiatives for Council land and waterways.	Number of grants per annum.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being achieved - Ongoing liaison with relevant government agencies in seeking funding for environmental initiatives.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - HOUSING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Regular inspection of housing by independent management agent.	House inspections each year.	2.2 - Promote environmentally sustainable developments (ESD).	Being Achieved.
Annual house maintenance and repair program derived from inspections.	Repairs completed within 30 days of notification.	2.2 - Promote environmentally sustainable developments (ESD).	Achieved.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - NOXIOUS WEEDS CONTROL**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Property inspections - the type and density of noxious weed infestations to be recorded and reported to Council.	Inspection statistics reported to Council monthly.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Works in progress – 232 property inspections have been undertaken during the period of 1 October 2018 to 31 December 2018.
Suppression of noxious plants on road reserves.	Roads to be surveyed annually and control work conducted.	2.1 - Address environmental degradation issues, i.e. noxious weeds control.	Achieved - monthly updates are included in the Council Business Paper.
Regular education programs (field days and press releases) for landowners on the most effective control methods.	3 programs per year.	2.5 - Support land care initiatives to restore and beautify natural resources.	Being Achieved - regular government and non-government meetings attended. Weed control information included in Councils information page and newsletters.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ENVIRONMENT:
PRINCIPAL ACTIVITY - FOOD CONTROL AND INSPECTIONS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Conduct food premise inspections of retailers and service providers.	Annual inspection of all food premises.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Not Achieved – inspections are scheduled for April 2019.
Re-inspection of food retailers issued with infringement notices.	Follow up within 90 days of notice.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Achieved - None identified for the period of the 1 October 2018 to 31 December 2018.
Swimming Pool register and inspection program.	Ensure Swimming Pool register is maintained.	1.9 - Encourage recreational and leisure activities while maintaining public safety standards.	Being achieved – compliant and ongoing.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - FINANCIAL SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Investment Policy and Investment Strategy.	Review biennially.	3.2 - Prudent financial management.	Being achieved – Investment Policy was adopted on 21 June 2017 and will be reviewed again by June 2019.
Maintain Employee Leave Entitlements (ELE) internal restricted cash reserves to fund leave as it becomes payable.	Minimum 40% cash reserve of total ELE expense.	3.1 - Ensure financial viability of Council.	Achieved – Council ELE cash reserve is 46% of total ELE expense as at 30 June 2018 based on age profile and accumulated leave entitlements accrued.
Implementation of Council's Strategic Internal Audit Plan and report actions to Audit, Risk and Improvement Committee.	Complete 2 internal audits annually.	3.2 - Prudent financial management.	Pending – Grant Thornton the internal audit contractor will conduct an internal audit review of Information Technology General Controls and this audit will be conducted by March 2019.
Progressively complete Asset Fair Valuation for all asset classes.	Audited annually.	3.1 - Ensure financial viability of Council.	Achieved - the buildings, other structures, operational land and plant and equipment asset classes were revalued by Scott Fullarton Valuations at 30 June 2018. Infrastructure assets including roads and bridges are due for revaluation in 2020.
Improve Long Term Financial Plan (LTFP) modelling.	10 year plan reviewed annually.	3.1 - Ensure financial viability of Council.	Achieved – Long Term Financial Plan was reviewed and adopted by Council on 21 June 2018.
Accurate and timely Council budget reporting and review.	Quarterly Reports.	3.2 - Prudent financial management.	Being achieved – provision of Quarterly Budget Review Statements and KPIs report to Council each quarter within 2 months of end of the quarter.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - ADMINISTRATION AND CORPORATE SUPPORT**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Manage Council's Accounts Payable and Purchasing systems.	90% of tax invoices are paid within credit terms.	3.1 - Ensure financial viability of Council.	Not achieved – 67.73% of tax invoices were paid by Council in accordance with credit terms in the second quarter of 2018/2019.
Manage Council's Accounts Receivable system.	90% of payments recovered within sixty days.	3.1 - Ensure financial viability of Council.	Being achieved – 87.43% of sundry debtor invoices were recovered within 60 days of tax invoice date in the second quarter of 2018/2019.
Council electronic document records management system complies with State Records requirements.	Monthly records task assignee action report to management.	3.1 - Ensure financial viability of Council.	Being achieved - Monthly reports provided to management for outstanding task actions. New electronic acknowledgment to customer enquiries was implemented in December 2018.
Participate in Canberra JO advocacy and resource sharing projects.	Report annually to Council.	3.2 - Prudent financial management.	Being achieved – Council are participating in human resources, Tourism and Economic Development, Infrastructure and IT working groups in Canberra Joint Organisation.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - GENERAL PURPOSE REVENUE AND RATES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Proportion of rates accounts outstanding at year end.	Less than 5% outstanding.	3.2 - Prudent financial management.	Achieved - 2.94% rates and charges outstanding percentage as at 30 June 2018.
Completion of statutory certificates i.e. Section 603 Certificates.	95% completion rate within 5 days.	3.2 - Prudent financial management.	Achieved – 98% completed within timeframe for the second quarter of 2018/2019. 73 Section 603 Certificate applications processed in second quarter of 2018/2019.
Completion and audit of Schedule - Permissible Rates Income Calculation.	Annual Completion by due date free of error.	3.2 - Prudent financial management.	Achieved – audit completed by the statutory deadline of 30 October 2018.
Process land revaluations and monthly supplementary land valuations from the Valuer Generals Office.	Monthly reconciliation and signoff by management.	3.2 - Prudent financial management.	Achieved – all reconciliations signed and authorised in second quarter of 2018/2019.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - INFORMATION TECHNOLOGY**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Council's Information Technology (IT) Strategic Plan and Business Continuity Plan to be reviewed and updated.	Implement actions within specified timeframes.	3.1 - Ensure financial viability of Council.	Pending - IT Strategic Plan review will be reported for adoption at the 21 February 2019 Council Meeting.
Implement Council PC (computers) replacement program on a four year rotational basis.	Annually install 100% of PC's scheduled.	3.1 - Ensure financial viability of Council.	Being achieved – computer replacement program commenced.

Review, upgrade and update Council's Website and FaceBook page information.	Updated on a weekly basis.	3.1 - Ensure financial viability of Council.	Being achieved - Council website and FaceBook page updated each week, timely media releases. E-newsletter and Post Weekly publications released each week.
Implementation of new servers, software and databases, telecommunication systems and Customer Request Management System upgrade.	Complete each year within budget estimate.	3.1 - Ensure financial viability of Council.	Being achieved - telephone system project finalised in October 2018. CRM project goes live March 2019. Microwave communication project completed and operational in May 2018. Server upgrade is pending.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - WORKFORCE (HUMAN RESOURCES AND WORK HEALTH AND SAFETY)**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review and implement Council Succession Plan.	Review biennially.	3.4 - Assist facilitation of employment opportunities.	Not achieved – will be reviewed after the realignment of Council Works and Operations Department and subsequent job evaluations and grading under Oosoft system.
Proportion of Council employee turnover per year.	Less than 10%.	5.4 - Ensure the retention and attraction of quality staff.	Achieved - 7% employee turnover rate in 2017/2018.
Conduct annual performance reviews, reissue and sign-off for all employee's position descriptions and training plans.	Complete by 31 May each year.	3.4 - Assist facilitation of employment opportunities.	Pending – performance reviews will commence in March 2019. Employee self-review and supervisor review forms will be distributed in February 2019.
Review and implement the human resources four year strategy in Council's Workforce Plan.	Review Annually.	3.4 - Assist facilitation of employment opportunities.	Achieved – the reviewed Workforce Plan was adopted by Council at 21 June 2018 Council Meeting.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Conduct on-site work safety inspections of works sites and offices. Information provided to Council WH&S Committee and management.	80% of worksites are audited each year by WH&S Committee.	3.4 - Assist facilitation of employment opportunities.	Not achieved - currently worksite inspection rate is increasing and stand at 70% each year. Additional resources are being recruited to meet the targets.

KPI	Performance Measure	Delivery Program Actions	Performance Status
All new employees to attend Corporate and WH&S Induction.	Within 2 months of commencing employment.	3.4 - Assist facilitation of employment opportunities.	Achieved in the second quarter.
Maintain a database of hazards and risk management of all Council activities.	Quarterly updated by Section Managers and reported annually by WH&S Coordinator.	5.4 - Ensure the retention and attraction of quality staff.	Being achieved - SWMS procedure developed and approved, investigating means of further integrating into Council's systems. Successfully completed the Asbestos Register, Asbestos Management Plan for the Council buildings and sites.
Identification of need for and implementation of safe work method statements (SWMS) for specific worksites.	80% of WH&S corrective actions will be completed within agreed timeframes.	3.4 - Assist facilitation of employment opportunities.	Being achieved - Training is being provided.
Increase awareness training of back and manual handling injuries such as sprains and strains for all staff.	Training provided every two years.	3.4 - Assist facilitation of employment opportunities.	Being achieved – Staff WHS day was organised to educate staff on reporting requirements, site inductions and staff meetings.
Establish corporate safety management objectives, strategies and targets in the WH&S section. Minimisation of lost time incidents, injuries and workers compensation claims.	Incident reporting by employee within 2 days to senior management.	3.4 - Assist facilitation of employment opportunities.	Being achieved - safety inspection results, incidents and injuries reported to Manex and the WHS Committee bi-monthly. Toolbox talks being routinely completed by outdoor works crews.
Identify and address WH&S issues identified as critical to ensure a safe worksite. Identify "Hotspots" within work groups and concentrate training programs on identified problem areas.	Quarterly reporting to WH&S Committee and management.	3.4 - Assist facilitation of employment opportunities.	Being achieved – Construction sites are reviewed before each construction project. Parks and Gardens Workshop review is scheduled to be completed before the end of the current financial year.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - CARAVAN PARKS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Implement Crookwell caravan park user charges.	Cost neutral facility.	3.5 - Encourage and support viable local businesses.	Achieved – in 2017/2018 Council operated the facility with minor profit. Increase in overnight visitation and bookings consistently in past 5 years, 138% increase in overnight stay accommodation in 2018.
Implement Plans of Management for all Council controlled caravan parks and camping areas.	Review and update every 2 years.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Not achieved – review of the Plan is pending.
Provide improvements to Crookwell caravan park facilities.	Continue to promote facility and seek external grant funding.	3.3 - Encourage sustainable population growth and provision of associated infrastructure.	Being achieved – Crookwell caravan park promotion ongoing, new electronic booking system utilised at VIC and toilet amenities upgrade completed.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - ECONOMY:
PRINCIPAL ACTIVITY - TOURISM PROMOTION AND BUSINESS**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Upper Lachlan Tourist Association review Tourism Strategic Plan and implement actions.	Review annually.	3.5 - Encourage and support viable local businesses.	Being achieved – revised tourism marketing communications, industry development and destination action plan to be developed in line with 2020 Destination Southern NSW Destination Management Plan and Tablelands Community Strategic Plan by April 2019.
Coordinate the Crookwell Potato Festival event.	Provide annual event summary.	3.6 - Promote tourism opportunities and community events.	Pending – the event is scheduled for 11 May 2019.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
Presentation of tourism function statistics each quarter.	Present to Tourist Association.	3.6 - Promote tourism opportunities and community events.	Achieved – audited Financial Statements were presented to Tourist Association AGM in October 2018.
In conjunction with Canberra JO inform the Destination Management Plan 2018-2020 for Destination Southern NSW. Council prepare a Destination Action Plan, Industry Development Plan and Marketing Communications Plan.	Complete the new plans by 30 June 2019.	3.5 - Encourage and support viable local businesses. 3.6 - Promote tourism opportunities and community events.	Being achieved – commenced initial planning with Destination Southern NSW for the development of the Destination Action Plan, Industry Development Plan and Marketing Communications Plan. The plans are expected to be delivered in 4th Quarter of 2018/2019.
Annually coordinate the tourism grants, events and cultural funding programs.	Increase visitation and \$ spend.	3.6 - Promote tourism opportunities and community events.	Achieved – the 2017/2018 Cultural Funding Program and Events Funding program have been completed. Delivering the ULTA membership program benefits.
Prepare and distribute tourism publications; i.e. Destination Guide.	Distribution within program deadlines.	3.6 - Promote tourism opportunities and community events.	Being achieved – media publications are ongoing and the new Upper Lachlan Destination Guide is being designed and will be completed by February 2019.
Facilitate provision of RV Friendly Town program in towns within the Shire.	Investigate sites for Taralga and Crookwell.	3.6 - Promote tourism opportunities and community events.	Pending –Willis Park Public Reserve potential site was deemed unsuitable by Council. The potential railway corridor site requires further engineering investigations, project costings, community feedback and subsequent approval by Council and approval of a licence agreement application by John Holland Rail for a RV Friendly Town camping site.
Business activity of the State Road MR54 RMCC contract and	Generate profit in accordance with contract limits.	3.2 - Prudent financial management.	Being Achieved - RMCC and works orders being completed in accordance with contract.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
work orders to retain RMS accreditation.			Satisfactory contractor performance report issued by RMS in 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ROADS, BRIDGES, FOOTPATHS, CYCLEWAYS, AND KERB AND GUTTERING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement Roads Hierarchy Classification in strategic planning of forward road programs.	Review Road Hierarchy annually.	4.3 – Bitumen sealing all urban streets in towns.	Being achieved – Roads Hierarchy has been developed and will be reviewed as a part of the Asset Management Planning. Road condition capability is being developed and currently being tested to help update Asset Management Plan. Resources are being recruited to implement the planning and delivery.
Completion of annual capital works expenditure program in accordance with budget allocation.	Complete 90% of works program annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – the program is on track as reported on Council's website despite resource constraints.
Reconstruction and upgrade of Grabine Road as part of the Special Grant program with RMS and Transport for NSW (8 year program commenced 2013).	Complete Stages 5 and 6 within budget allocation in 2018/2019.	4.13 - Transport link priority projects to State Parks including the Wombeyan Caves Road and Grabine Road reconstruction and upgrade to facilitate economic benefits to the region.	Achieved – Stages 5 and 6 are completed. Last stage of the existing Transport for NSW grant program for Grabine Road reconstruction will be undertaken in 2019/2020 financial year. The Restart NSW Growing Local Economies Fund grant application was successful and this project will commence in 2019/2020.
Call and evaluate tenders for civil works contract plant and labour hire, and capital works projects.	To review tenders every two years.	4.1 - Improve local road and regional road transport networks.	Being achieved – new Bitumen Sealing contract approved at 18 October 2018 Council Meeting. New gravel crushing tender in place.

Gravel resheeting programme submitted to and adopted by Council in June each year.	Resheet every road in a 30 year cycle.	4.1 - Improve local road and regional road transport networks.	Being achieved – Gravel re-sheeting program well advanced for section 94 and Roads to Recovery projects.
Number of kilometres per year cost per kilometre for road maintenance, dissecting bitumen and gravel roads.	Provide cost report to Council annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – Ten year Capital and Maintenance Program will be developed as a part of the Asset Management Planning. Performance and accountability will be reported against the delivery of the public works program approved by Council and re-sheeting program towards the end of the calendar year.
Continuation of footpath replacement program in accordance with Footpath Policy.	Complete within budget allocation.	4.9 - Develop new and upgrade existing footpaths and cycleway networks.	Being achieved - ongoing projects being completed regularly.
Bridge Replacement and maintenance program update and review.	To review program every two years.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – Bridge assessment funded through CENTROC is currently underway which will help develop evidence based works program for following years.
Complete the replacement of the Abercrombie River timber bridge on MR256 Taralga to Oberon Road.	Complete by December 2018.	4.11 - Progressively replace timber bridges on local and regional roads.	Being achieved – The project is expected to be completed by June 2019 despite several delays. Approvals and contracts for construction are in place.
Regional road repair and pavement reconstruction program on MR248E Crookwell to Laggan Road.	Complete within budget and finalisation report completed to RMS.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council approved the tender in 2018. Regional Road Heavy Patching Program is scheduled to start in February 2019 and expected to be completed before the end of the financial year.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - STORMWATER AND DRAINAGE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Stormwater Levy for all towns to assist in funding capital works improvements in the Shire towns	Maintain an external restricted cash reserve.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved – works program is included in Operational Plan.
Creation of Floodplain Risk Management Study and Plans.	Implement projects outlined in the Plan.	4.12 - Flood Risk Management Plans created for Crookwell, Gunning, Taralga and Collector.	Achieved.
Implement Stormwater Management Plan.	Implement Stormwater works outlined in Plan.	4.10 - Upgrade stormwater and kerb and guttering in towns.	Being achieved. Included in the public works program as published on the Council's website.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - QUARRIES AND GRAVEL PITS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare annual stocktake of gravel pits stock held and movements. Review quantity of gravel stock held for each gravel pit/quarry.	Complete by June each year.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Gravel stocks are expected to be reduced to target value.
Maintain a gravel pit rehabilitation cash reserve in accordance with gravel restoration liability requirements.	Review cash reserve annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Rehabilitation reserve created and funds being credited to reserve.

KPI	Performance Measure	Delivery Program Actions	Performance Status
Review gravel royalty payment pricing model and internal charge rate and procedures.	Review and update gravel royalty payment annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – internal gravel charge reviewed and updated.
Erect signage as warning of potential hazard at quarries where Council have Quarry Management agreements.	Install signage as remote supervision.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – signs erected.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WASTE CENTRES, RUBBISH TIPS AND STREET CLEANING**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Complete the Crookwell Waste Centre landfill upgrade and remediation project in 2018/2019.	Remediation works project in accordance with EPA requirement and consultants design.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not being achieved – Council is considering alternative strategy for waste disposal. Consultant has completed preliminary plans and currently completing detailed design plans for Crookwell Landfill Upgrade.
Waste transfer station design development and construction for Taralga, Collector, Tuena and Bigga, including closure plans for existing landfills.	Remediation works project in accordance with EPA requirement. Transfer stations constructed to service standard.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being Achieved – Upgrade works have been carried out at Taralga Transfer Station and Transfer Stations have been established at Collector and Gunning. Tuena and Bigga are also operational as transfer station. All waste from these facilities is transferred to Crookwell Landfill for disposal. Closure Plans are not complete.
Review and re-measurement of remediation and restoration provisions and determine of the useful lives of Council's waste centres.	To be completed by 30 June 2018.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Not being Achieved – Council is considering to review its strategy. Previously, adopted strategy is on hold pending decision by Council. Waste Centres at Tuena, Bigga, Collector, and Gunning are fully operational as transfer Station barring some capping that is yet to be done.
Ensure compliance with DECCW licence for Crookwell waste centre (landfill).	No non-compliance incidents.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – DECCW annual return for Crookwell landfill completed on time and submitted.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CONVENIENCES AND AMENITIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Maintain public toilet facilities according to health requirements.	Weekly maintenance schedule undertaken.	4.4 - Develop town main street and CBD beautification programs.	Achieved – weekly maintenance and cleaning.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PUBLIC CEMETERIES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare Plans of Management for all Council controlled cemeteries.	Review every five years.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – pending until the land register and crown land identification process is finalised. A register is being developed.
Gunning cemetery expansion of existing site to cater for future requirements.	Negotiate land acquisition with surrounding land owner.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - negotiations are underway to purchase additional land for the expansion of Gunning Cemetery.
Columbarium construction program for all Council controlled cemeteries.	Annually complete a new columbarium.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Columbarium completed in Gunning. Columbarium in Dalton under construction.
Undertake maintenance activities according to the adopted works schedule.	Within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – maintenance activities according to annual program and budget allocation and appears to be on track.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - ENGINEERING, PURCHASING AND WORKS SUPERVISION**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implementation and review of Asset Management Plan. Special Schedule 7 audit compliance. Annual asset inspection and condition reporting program.	Assets reporting in accordance with OLG requirements.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Finance Statements are reporting asset condition in Special Schedule 7.
Six monthly Stores Stocktakes with a proportion and value of Stores stock control bin errors being minimised.	Less than \$500 stock write down from a stocktake.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - General stores re-organisation ongoing. Stores stocktakes are conducted in December and June each year. Stores stocktake completed at December 2018
Implementation of Risk Management Action Plan (RMAP) to meet Statewide Mutual Public Liability audit verification requirements.	Complete annually within allocated deadline.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved – 2017/2018 RAMP with benchmarking of 4 liability infrastructure risk and two improvement items was not completed. Waiting the development of the systems and resources before implementation.
Implement Risk Management Assessment Plan and Risk Management Policy.	Review and update.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Not achieved - strategic risk register not updated after internal audits. Infrastructure area to develop risk framework to control infrastructure liability risks.
Review Council Underground Petroleum Storage (UPS) systems; including diesel and petrol bowsers.	No environmental impact.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and	Achieved - UPS tank outside Crookwell office was removed in first quarter 2018/2019.

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
		upgrades covering a 10 year period.	

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - PLANT AND EQUIPMENT OPERATIONS**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Prepare a plant and equipment 10 year forward plan.	Review and update annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Plant and Motor Vehicle Replacement Schedule has been prepared and approved by Council.
Annual Plant Replacement schedule.	Replacement cost is within 5% of budget allocation.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved - Plant replacements are proceeding in accordance with Plant Replacement Schedule in the 2018/2019 Operational Plan.
Maintain a plant replacement cash reserve and achieve plant hire surplus each year.	Review annually adopted plant hire rates.	4.1 - Improve local road and regional road transport networks.	Being achieved – plant hire rates were reviewed and were not increased for 2017/2018. Review to be completed in 2018/2019.
Management of Council employee motor vehicle leaseback program.	Review annually.	4.1 - Improve local road and regional road transport networks.	Achieved – leaseback program and lease fees are reviewed annually completed in July 2018.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - DOMESTIC WASTE MANAGEMENT (DWM)**

<u>KPI</u>	<u>Performance Measure</u>	<u>Delivery Program Actions</u>	<u>Performance Status</u>
DWM service charge includes a disposal cost as a costed entity as part of the annual DWM reasonable cost calculation.	Establish Fund and review annually.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – DWM makes a disposal cost contribution to landfill generally in accordance with volume of waste disposed.
Average number of garbage bin service collections missed per month and number of complaints received.	Less than 2% of weekly pickups.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Being achieved – experienced staff and reliable trucks have assisted in a significant reduction in missed bin complaints.
Implementation of a new kerbside pickup of organic green waste collection service (during Spring, Summer and Autumn).	Provision of new service in 2018/2019.	4.7 - Provide waste pickup service for towns and villages, and reduce the amount of waste going to landfills.	Achieved – Service commenced in September 2018 and currently bins are being picked once a fortnight in accordance with the approved “service levels”. The service take up will be reviewed at the end of the calendar year.
Prepare and review DWM long-term plant replacement schedule.	Reviewed annually.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Being achieved – Council’s waste and recycle collection fleet consisting of two side loading compactor trucks being replaced on a staggered rotation. With the introduction of “garden waste” service, there is limited room to ensure the delivery of waste collection services if any one of the trucks breakdown. Council is considering backup truck to allow for breakdowns.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - WATER SUPPLY SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Carry out weekly water quality standard testing.	Complying water quality test samples.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – daily water quality testing undertaken for the Crookwell, Taralga, Gunning and Dalton systems.
Implement user pay best practice pricing water charges in accordance with State Government Guidelines.	50% water supply income from user pay charges.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – user pay water charges implemented. In 2017/2018 54.25% of total water revenue was generated from water usage consumption charges.
Integrated Water Cycle Management (IWCM) Strategy for the town water supplies.	Complete IWCM strategy by December 2018.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Pending - review of the Integrated Water Cycle Management (IWCM) Strategy.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – Section 64 Register updated and reconciled each month and audited to 30 June 2018.
Surplus Water Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – water supply fund in 2017/2018 had an operating surplus to fund infrastructure replacement requirements. The past 3 financial years has been an operating surplus result.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR - INFRASTRUCTURE:
PRINCIPAL ACTIVITY - SEWERAGE SERVICES**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Number of sewer chokes per month per five kilometres of mains.	Less than 5 per month.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – problem sewer main areas in Crookwell and Gunning have been relined as part of the CEEP program.
Implement Trade Waste Charges.	Consider charges in 2018/2019.	4.2 – Infrastructure Plan is implemented for new capital works, asset renewal and upgrades covering a 10 year period.	Achieved – Charges are included in the fees and charges.
Surplus Sewerage Fund operating result.	Within 10% of budget.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – operating result surplus in 2017/2018 provides for future infrastructure replacement needs. The past 5 financial years has been an operating surplus result.
Maintain Section 64 Development Contributions Plan Register.	Audited annually.	4.6 - Improve water supply and sewerage facilities to towns.	Achieved – Section 64 Register updated and reconciled each month and audited to 30 June 2018.
Sewerage Treatment Plants comply with EPA conditions.	Satisfactory report from NSW EPA.	4.6 - Improve water supply and sewerage facilities to towns.	Being achieved – EPA Annual Return completed on time. NSW Office of Water regional inspector provided satisfactory report for Crookwell, Gunning and Taralga Sewerage Treatment Plants.

**TABLELANDS REGIONAL CSP STRATEGIC PILLAR – CIVIC LEADERSHIP:
PRINCIPAL ACTIVITY – GOVERNANCE**

KPI	Performance Measure	Delivery Program Actions	Performance Status
Implement organisation structure in accordance with Local Government Act requirements.	Reviewed regularly and after local government elections.	5.4 – Leadership and commitment to integrated planning and reporting.	Achieved.
Council Policy development and review.	Continual policy review and upgrade each year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved – KPI achieved in second quarter continual policy development and reviews undertaken.
Council Meeting Business Paper creation and distribution.	Released one week prior to meeting date.	5.3 - Promote community engagement and involvement in decision making processes.	Being Achieved – Provision of iPads to Councillors, agenda distribution within required timeframes.
Complaint handling and service delivery.	Complete service requests within 15 business days.	5.4 – Leadership and commitment to integrated planning and reporting.	Being achieved - achieving target of 15 days.
Complete Council Annual Report.	Completed and sent to OLG by 30 November every year.	5.3 - Promote community engagement and involvement in decision making processes.	Achieved - forwarded to Office of Local Government in November 2018.
Implement the Office of Local Government (OLG) “Fit for the Future” Council Improvement Proposal and Action Plan.	4 year Action Plan incorporated in Delivery Program.	5.1 - Participate in resource sharing initiatives.	Being achieved – actions were reported to Council as part of Delivery Program review report in December 2018.
Compliance with Office of Local Government Circulars and compliance with legislative and statutory amendments.	Circulars to be reviewed monthly.	5.2 - Lobby other levels of Government for increased share of funding distribution.	Being achieved – circulars complied with and placed before Council as requested by the OLG.
Upper Lachlan Shire Council to remain sustainable in the long term.	Meet all seven Fit for the Future benchmarks.	5.4 – Leadership and commitment to integrated planning and reporting.	Being achieved - in 2017/2018 six benchmarks achieved.